

# 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 25 <sup>th</sup> October 2017 – 7.30pm		<b>Venue:</b> Cock Inn - Sibson	
<b>Attendance:</b> Jessica Gurley, Andrea Johnson, Tom Johnson, Clive Stretton (Secretary), Mick Toogood (Chair) , John Ward(Vice Chair) and Colin Wilkinson (Planit-X)		<b>Apologies:</b> Kate Gardiner (Communications Officer), 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	7 present including Colin Wilkinson (Planit-X) & 4 apologies.	
3.Minutes of Previous Meeting 19 <sup>th</sup> October 2017.	Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 19 <sup>th</sup> October 2017 were signed by the Chair as a true record.	
4. Matters Arising from Steering Group Meeting – 19 <sup>th</sup> October 2017.	Chair	<p><b><u>Mapping</u></b>  <b>19/10/17-01-</b> Vice Chair to verify the Ecology &amp; Habitats map. Completed &amp; Closed.  <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. Remains Open. Dead line date to be amended to 30<sup>th</sup> November 2017</p> <p><b><u>Local Green Spaces</u></b>  <b>19/10/17-02-</b> Secretary to update the Local Green Space Designation forms ready for approval at the next Steering Group meeting. Closed. Replaced by action 25/10/17-01. The Secretary has updated the Local Green Space Designation Forms and circulated to Steering Group members to verify.  <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.</p>	

	<p><b>28/09/17-07-</b> 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. <a href="#">Open</a>. Deadline date changed to 31<sup>st</sup> October 2017.</p> <p><b><u>HBBC Housing Information</u></b></p> <p><b>28/09/17-12-</b> Secretary to incorporate HBBC 's official summary of housing numbers, either completed or approved within the Borough, as of 31<sup>st</sup> March 2017, together with additional Parish Council information, into the Pre Submission Draft document and evidence database. <a href="#">Closed</a>. <a href="#">Replaced by action 25/10/17-02</a>.</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.</p> <p><b>19/10/17-03-</b> 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. <a href="#">Completed &amp; Closed</a>.</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. <a href="#">Remains Open</a></p> <p><b><u>Additional Photographs for the Pre Submission Document</u></b></p> <p><b>12/10/17-05-</b>Chair to review the photographs in the Pre Submission document and then possibly replace some of them. <a href="#">Closed</a>.</p> <p>It was noted that in Appendix 2 – Important Views – Pre Submission Document Draft Version 17g,- Section 10 - 'View from the road to Shenton from Sibson' contained a photograph of Wellsborough.</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.</p> <p><b><u>Pre-Submission Document</u></b></p> <p><b>19/10/17-07-</b> Vice Chair to discuss with Colin Wilkinson the various policy amendments discussed and noted in the minutes of the Steering Group meeting – Thursday 19<sup>th</sup> October 2017. <a href="#">Completed &amp; Closed</a>.</p> <p><b>19/10/17-08-</b>Vice Chair to ask Colin Wilkinson to verify Appendix 4: Local Green Space: Summary of Reasons Designation – Pre Submission Draft Document version 17d. <a href="#">Completed &amp; Closed</a>. <a href="#">This had been amended and verified for Pre Submission Draft Document version 17g</a>.</p> <p><b><u>Presentation of the Pre Submission Document at the November 2017 meeting of the Parish Council.</u></b></p> <p><b>19/10/17-04-</b> 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. <a href="#">Completed &amp; Closed</a>. <a href="#">See Agenda Item 6</a></p>	
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		<p><b>19/10/17-05-</b> 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. Completed &amp; Closed. See Agenda Item 6</p> <p><b>04/10/17-20-</b> 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. Completed &amp; Closed. See Agenda Item 6</p> <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 circulate to Steering Group members &amp; Colin Wilkinson. Remains Open. The updated Landscape Character Assessment Document has yet to be finalised by HBBC.</p> <p><b><u>Pre Submission Consultation</u></b></p> <p><b>19/10/17-06-</b> Secretary to investigate the booking of venues for the suggested times &amp; dates for the Public Consultation Drop In Events. Completed &amp; Closed. 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.</p> <p><b>19/10/17-09-</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 rev8a) noted at the Steering Group meeting – Thursday 19<sup>th</sup> October 2017 and circulate to Steering Group members for review. Completed &amp; Closed. See Agenda Item 7.</p>			
5. Finalising NP Pre-Submission Document Draft for Presentation to the Parish Council	Vice Chair	<p>NP Pre Submission draft version 17g had been circulated in advance of this meeting.</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.</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.</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.</p> <p>It was noted that there are slight inconsistencies between the Ecology and Biodiversity Policy and the Policy Map.</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.</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.</p> <p>Following discussion, some minor grammatical changes were noted.</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.</p> <p>It was agreed that, once the minor amendments, discussed at this meeting, have been made to the Pre Submission Document draft version 17g, it be given to the Clerk to the Parish Council for circulation to members of the Parish Council.</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.</p>		
6. The Resolution and supporting documentation to be distributed to members of the Parish Council in advance of the Parish Council Meeting on 7 <sup>th</sup> November 2017.		<p>The 'Clear Statement of Intent' and the 'Resolution', prepared by the Finance Officer, had been circulated to members of the Steering Group on 21<sup>st</sup> October 2017 for review and approval.</p> <p>These were agreed by the Steering Group, but it was decided that 'Regulation 14 of the Neighbourhood Planning (General) regulations 2012' should also be attached for circulation to members of the Parish Council.</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.</p>		
7. Finalising the 'Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission	Vice Chair	<p>Following a review by Steering Group members, version rev11b 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>The Vice Chair said he had received further comments and discussion took place with amendments noted by the Vice Chair.</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.</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>'.</p> <p>It was also agreed that, the first part of page 1 and the last section of page 4 of the '<i>Short Summary of the Pre</i></p>		

Consultation’.		<p><i>Submission document to inform Parishioners as part of the Pre Submission Consultation’</i>, should be displayed on the Parish notice boards.</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.</p>			
8. HBBC Engagement	Secretary	None since the last Steering Group meeting.			
9. Project Plan	Vice Chair.	Not updated since the last Steering Group meeting.			
10. Evidence Data base	Chair	Deborah Roberts had forwarded to the Vice Chair and Secretary the Policy Verification evidence database table highlighting further documentation required for the Evidence Database.			
		<b>No.</b>	<b>Policy S6 Water Management</b>	<b>Evidence/verification</b>	<b>Specific ref</b>
		S6.6	[Verification of flood responses]	Verification analysis for water management and flooding issues	
		<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>No.</b>	<b>Policy S9 Local Green Spaces</b>	<b>Evidence/verification</b>	<b>Specific ref</b>
		S9.8	LGS Evidence forms	Evidence for each designated open green space	Entire document
		See open action 28/09/17-07- in Agenda Item 4.			
<b>No.</b>	<b>Maps</b>	<b>Evidence/verification</b>	<b>Specific ref</b>		
	Borough-wide policies map [304]				
	Verification of Borough-wide policies map and all maps				
<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>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>25/10/17-18-</b> Vice Chair to liaise with to Deborah Roberts regarding the verification for all maps in the Neighbourhood Plan.					

11. Leicestershire Neighbourhood Planning Network Event – Tuesday 28 <sup>th</sup> November 2017	Chair	A possibility of Jessica Gurley and the Chair attending this event. However, this is to be further discussed at a future meeting.			
12. AOB	Chair	1.Edwina Grant – Strategic and Community Planning Officer -HBBC- Has requested that the Sheepy Parish Neighbourhood Steering Group do a presentation at the ‘HBBC Annual Rural Conference’ - 30th November 2017, 10.00am - 4.00pm at Twycross Zoo. To be discussed at a future meeting. 2. <b>25/10/17-19- Secretary to add to the agenda of the next Steering Group meeting:</b> (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. <b>25/10/17-20- Vice Chair to construct a Pre Submission Consultation draft letter/email to be circulated to the Statutory Consultees.</b> It was noted that the Parish Council/ Steering Group, must keep a record of the Statutory Consultees contacted.			
13. Date & Location of Next Meeting	Secretary	Next Meeting: Thursday 2 <sup>nd</sup> November 2017 - Cock Inn Sibson. 7.30pm. Future Meetings: <b>Wednesday 8<sup>th</sup> November 2017- Cock Inn Sibson. 7.30pm.</b>			
		Meeting Closed- 9.50pm			

Ref No.	Open Actions – 25 <sup>th</sup> October 2017	Responsible	Deadline
<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	<b>30<sup>th</sup> November 2017</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>

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<b>28/09/17-07</b>	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	31 <sup>st</sup> October 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>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>25/10/17-03</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>12/10/17-06</b>	Upon receipt, of the updated Landscape Character Assessment Document from HBBC, Secretary to circulated to Steering Group members & Colin Wilkinson.	Clive Stretton	November 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	27th 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	John Ward	30 <sup>th</sup> October 2017

	Parish Council to members of the Parish Council.		
25/10/17-12	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
25/10/17-13	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
25/10/17-14	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.	Kate Gardiner	13 <sup>th</sup> November 2017
25/10/17-15	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
25/10/17-16	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
25/10/17-17	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
25/10/17-18	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
25/10/17-19	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
25/10/17-20	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
<b>Ref No.</b>	<b>Closed Actions</b>	<b>Responsible</b>	<b>Date</b>
19/10/17-01	Vice Chair to verify the Ecology & Habitats map	John Ward	25 <sup>th</sup> October 2017



<b>19/10/17-02</b>	Secretary to update the Local Green Space Designation forms ready for approval at the next Steering Group meeting.	Clive Stretton	25 <sup>th</sup> October 2017
<b>28/09/17-12</b>	Secretary to incorporate HBBC 's official summary of housing numbers, either completed or approved within the Borough, as of 31 <sup>st</sup> March 2017, together with additional Parish Council information, into the Pre Submission Draft document and evidence database.	Clive Stretton	4 <sup>th</sup> October 2017
<b>19/10/17-03</b>	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 <sup>th</sup> October 2017
<b>12/10/17-05</b>	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
<b>19/10/17-04</b>	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 <sup>th</sup> October 2017
<b>19/10/17-05</b>	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 <sup>th</sup> October 2017
<b>04/10/17-20</b>	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 <sup>th</sup> October 2017
<b>19/10/17-06</b>	Secretary to investigate the booking of venues for the suggested times & dates for the Public Consultation Drop In Events.	Clive Stretton	25 <sup>th</sup> October 2017
<b>19/10/17-07</b>	Vice Chair to discuss with Colin Wilkinson the various policy amendments discussed and noted in the minutes of the Steering Group meeting – Thursday 19 <sup>th</sup> October 2017.	John Ward	25 <sup>th</sup> October 2017
<b>19/10/17-08</b>	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 <sup>th</sup> October 2017
<b>19/10/17-09</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 rev8a) noted at the Steering Group meeting – Thursday 19 <sup>th</sup> October 2017 and circulate to Steering Group members for review.	John Ward	25 <sup>th</sup> October 2017