

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 27 th April 2017 – 7.30pm		Venue: Black Horse-Sheepy Magna	
Attendance: Jessica Gurley, Andrea Johnson, Kate Gardiner (Communications Officer), Deborah Roberts, Clive Stretton (Secretary), Mick Toogood (Chair), John Ward (Vice Chair) and Rob Ward (Finance Officer).		Apologies: Anne Parkinson, Tom Johnson and Chris Bailey.	
Minutes taken by: Clive Stretton			
Declaration of Interest: Item 2- None			
Item	Raised by	Discussion & Decision	
1. Attendance & Apologies	Chair	8 present & 3 apologies.	
3. Minutes of Previous Meetings	Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meetings 23 rd February 2017 and 11 th April 2017 were agreed and signed by the Chair as a true record.	
4. Matters Arising. (Open Actions - Minutes 11 th April 2017)	Chair	<p>13/10/16-16-Communications Officer to update village noticeboards, thanking Parishioners participation in completing the Questionnaire. Completed & Closed.</p> <p>13/10/16-19-Communications Officer to put a notice on Sibson Village noticeboard asking for volunteers to join the Steering Group. Completed & Closed.</p> <p>23/02/17-01- Vice Chair to circulate, to the Steering Group, any Governmental policy changes to Neighbourhood Planning received from Colin Wilkinson. Completed & Closed.</p> <p>23/02/17-02-Secretary to send evidence of action 19/01/17-06 to Deborah Roberts. Completed & Closed.</p> <p>23/02/17-03-Secretary to send evidence of action 19/01/17-11 to Deborah Roberts. Completed & Closed.</p> <p>23/02/17-04-Vice Chair to contact Colin Wilkinson (Planit -X) requesting he submits another invoice by 31st March 2017. Completed & Closed.</p> <p>23/02/17-05- Finance Officer to ascertain the date by which the Parish Council needs to apply for the next Locality Grant. Completed & Closed.</p>	

	<p>23/02/17-06- Finance Officer to ascertain the process by which the Parish Council applies for the next Locality Grant. Completed & Closed.</p> <p>23/02/17-07- Secretary to locate recent Housing Surveys conducted with in the Parish. Completed & Closed. The Steering Group acknowledged the report produced by 'Midland Rural Housing – July 2014' (Survey May 2014 – 522 Housing Surveys delivered to the residents of Sheepy – 152 returned) and agreed that this has been superseded by data collected by ' Sheepy Parish Council Neighbourhood Plan Consultation Questionnaire – Summer 2016'. The data from the Questionnaire –Summer 2016 is (i) Most current, (ii) Reflects the needs of the whole Parish not just Sheepy, (iii) More substantial as the response rate was 77% as opposed to the 'Midland Rural Housing Survey' response rate of 29%.</p> <p>23/02/17-08- Secretary to locate the Parish Council's statement on Affordable Homes. Completed & Closed Extract from Sheepy Parish Council Minutes April 2015. The Secretary has also located a number of references to Affordable Homes in other Parish Council minutes.</p> <p>23/02/17-09- Andrea Johnson to contact the Parish Council with the suggestion of investigating the use of the 'Leicestershire Rural Partnership Shire Community Grant' as a way of helping Parishioners with disabilities access the local bus service. Completed & Closed. Andrea has prepared a document for discussion at the next Parish Council meeting. The Sheepy Neighbourhood Plan Steering Committee would like the Parish Council to explore the possibility of applying for funding from the Shire Community Grants, either alone or in partnership with other organisations, to fund the provision of either a socially inclusive bus service, or an alternative socially inclusive transport solution.</p> <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.</p> <p>23/02/17-10-Sub groups to select their appropriate section of the RCC Young Person's Questionnaire feedback and identify 'Themes & Trends'. Completed & Closed.</p> <p>23/02/17-11- Sub group leaders to incorporate the Themes & Trends feedback from the Young Person's Questionnaire with the Themes & Trends from the Adult's Questionnaire, summarise and forward to the Vice Chair. Completed & Closed.</p> <p>23/02/17-12- Vice Chair to forward the sub group leaders summaries to Colin Wilkinson (Action 23/02/17-11) Completed & Closed.</p> <p>23/02/17-13-Finance Officer to ensure the invoice for scanning the Questionnaires is submitted by 31st March 2017. Completed & Closed.</p> <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. Open.</p> <p>23/03/17-02-Secretary to collate photographic evidence of flooding in the Parish. Completed & Closed.</p>			
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	<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.</p> <p>23/03/17-03- Finance Officer to approach the Parish Council requesting correspondence & dialog with appropriate agencies and land owners regarding flooding in recent years. Completed & Closed.</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.</p> <p>23/03/17-04- Finance Officer to forward evidence gained from action 23/03/17-03 to Planit-X. Closed. Replaced by action 27/04/17-04.</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.</p> <p>23/03/17-05- Vice Chair to check the data for the statement 2.22 <i>'In our 2016 survey, more than 90% of respondents found all measures identified for reducing flood risk as important reflecting the clear concern throughout Parish about flooding'</i>. Completed & Closed.</p> <p>23/03/17-06-Finance Officer to approach the Parish Council regarding the source of evidence that supports Micro-scale hydro power generation installations at Sheepy Magna Mill. Completed & Closed. Rob Ward produced a report, written by HBBC in 2008, regarding the possibility of a Micro-scale hydro power generation installations at Sheepy Magna Mill. Discussion took place over the excessive cost of such an installation in a residential building for the production of minimal electricity, and concluded that this would not necessarily be a viable proposition.</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.</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. It was noted that 'Listed Buildings' and 'National Monuments' are in the public domain.</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.</p> <p>23/03/17-08- Secretary to approach Sheepy History Society regarding any knowledge of a Village Design Statement. Completed & Closed. Sheepy Local History Society had no knowledge of any Village Design Statement conducted by the Countryside Commission during the 1970's. The Society had a copy of the Sheepy Draft Village Plan – County Planning Officer – Leicestershire – October 1963.</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. Open.</p> <p>23/03/17-11-Vice chair to request Planit-X update 'Sheepy NP Draft v4-March 2017' ready for circulation to</p>	
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	<p>Steering Group members prior to the next Steering Group meeting. Completed & Closed.</p> <p>11/04/17-01- Chair to investigate whether extending Sheepy Neighbourhood Plan to 2036 would not delay the preparation of the plan. Completed & Closed. No evidence to suggest extending the plan to 2036 would delay it's preparation.</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. Open.</p> <p>11/04/17-03- Vice chair to request Planit-X update 'Sheepy NP Draft v6-April 2017' ready for circulation to Steering Group members prior to the next Steering Group meeting. Completed & Closed.</p> <p>11/04/17-04- Jessica Gurley to check the Questionnaire data and comments relating to footpaths or requests for a new footpath / cycle path between Sibson and Wellsborough. Completed & Closed. Only 4 Parishioners had expressed the need for a footpath/cycle path between Sibson & Wellsborough. There is a footpath link between the two settlements via footpaths S72,T9 & S98.</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.</p> <p>Discussion took place about the need for the Steering Group to challenge and verify Policies on the latest version of the NP Draft document. Furthermore, the need to check that issues identified by the Questionnaire Sub groups, (who reviewed the RCC Questionnaire analysis report -Action 19/01/17-08), have not be omitted from the NP Draft document. It was agreed that the Questionnaire Sub Groups be rotated such that they temporarily take responsibility for a different section of the questionnaire.</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 .</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.</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.</p> <p>11/04/17-05- Andrea Johnson to collate written evidence of flooding in the Parish. Completed & Closed. Andrea produced a copy of the Flooding Report for Sheepy.</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)</p> <p>11/04/17-06- Secretary to look at Questionnaire data/ comments from Heritage section 4.2.1 to assist action 23/03/17-07. Completed & Closed. There were no comments in the Heritage section of the RCC Questionnaire analysis report suggesting Local Heritage Assets. See new action 27/04/17-06</p>			
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		<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> <p>11/04/17-08- Vice Chair to request that Colin Wilkinson includes a policy requiring any new development to provide sufficient off road parking spaces in 'Sheepy NP Draft v7'. Completed & Closed.</p>		
5. Reports to the Parish Council	Vice Chair	The Vice Chair reported to the Parish Council at both March and April 2017 Parish Council Meetings. A copy of each report was circulated to members of the Steering Group and Clerk to the Parish Council.		
6. Project Plan	Vice Chair	<p>The Vice Chair presented the Project Plan 27 April 2017 which was accepted by the Steering Group. The website is now up to date. Intention to complete the first draft of the Neighbourhood Plan by the end of May 2017. Colin Wilkinson has stressed that the Steering Group needs to produce supporting maps as part of the NP Draft document.</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.</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.</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.</p> <p>27/04/17-15- Secretary to present the current project plan to HBBC.</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.</p> <p>27/04/17-17- Communications Officer to update the website with the current project plan.</p>		
7. Budget	Finance Officer	<p>Sheepy Parish NP Budget & Expenditure 27 April 2017.</p> <p>The Parish Council has underspent the Locality Grant by £38.65. This sum has now been repaid to Locality. The Finance Officer has produced an end of year report for Locality.</p> <p>27/04/17-18- Finance Officer to send a copy of the end of year Locality report to Deborah Roberts. The Parish Council have committed £3,000 to the Neighbourhood Plan for this financial year.</p> <p>The Steering Group can now bid for a further Locality Grant. The Steering Group needs to decide on what we would like the Locality Grant to fund and obtain quotes for these tasks.</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.</p> <p>27/04/17-20- Steering Group to supply relevant information in order for the Finance Officer to estimate all</p>		

		expenditure for the remainder of the preparation of the Neighbourhood Plan. 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.			
8.Communications Report	Communications Officer	An update of the Neighbour Plan will be prepared for the June edition of the Gazette. 27/04/17-22-Discuss at a later meeting about the inclusion of Data Information on the Website.			
9.Evidence Database	Deborah Roberts	The index and data base have been updated.			
10.Raid Log	Andrea Johnson	A possible risk that the Steering Group are unable to produce the appropriate maps to support the Neighbourhood Plan by the middle of May 2017. See Actions 27/04/17 -12,13 &14.			
11. HBBC Engagement.	Secretary	A summary of the Landscape Character Workshop had already been circulated to Steering Group members. Conversation with HBBC -20 th April 2017. HBBC said they would support the notion of extending the Sheepy Neighbourhood plan to 2036. This should result in a better alignment between our Neighbourhood Plan and future HBBC plans. At the Growth Workshop 13 th December 2016- HBBC said they were in the process of appointing a Neighbourhood Planning Officer. This is now not the case. Instead, as from 1 st April 2017, RCC have taken on this responsibility.			
12. Scanning Questionnaires	Vice Chair	All of the questionnaires have been scanned and the invoice paid. 27/04/17-23-Vice Chair to request Genus to dispose of the questionnaire after the Neighbourhood Plan Examination. Approximately December 2017/ January 2018.			
13. Planit –X Draft Polices & Policy Framework.	Chair.	This item to be deferred until the next meeting. 27/04/17-24-Vice Chair to request Colin Wilkinson add ‘Draft Version number’ watermark to future versions of Sheepy NP Drafts. 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.			
14. AOB	Chair				
15. Meeting Dates	Secretary	Next Meeting: Tuesday 16 th May 2017 – Cock Inn Sibson. 7.30pm Future Meetings: Thursday 25 th May 2017 – Cock Inn Sibson. 7.30pm			

Ref No.	Open Actions	Responsible	Deadline
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
23/03/17-07	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
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
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
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
27/04/17-06	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

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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
27/04/17-11	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
27/04/17-12	Secretary to ask HBBC to produce the appropriate maps to support the Neighbourhood Plan by the middle of May 2017.	Clive Stretton	ASAP
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.	Clive Stretton	ASAP
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
27/04/17-15	Secretary to present the current project plan to HBBC.	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
27/04/17-18	Finance Officer to send a copy of the end of year Locality report to Deborah Roberts. The Parish Council have committed £3,000 to the Neighbourhood Plan for this financial year.	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'	Rob Ward	16 May 2017

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	and in the Parish Council's opinion, offered the best value for money.		
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
27/04/17-21	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
27/04/17-22	Discuss at a later meeting about the inclusion of Data Information on the Website.	Kate Gardiner	On Going
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

Ref No.	Closed Actions	Responsible	Date
13/10/16-16	Communications Officer to update village noticeboards, thanking Parishioners participation in completing the Questionnaire.	Kate Gardiner	10 November 2016
13/10/16-19	Communications Officer to put a notice on Sibson Village noticeboard asking for volunteers to join the Steering Group.	Kate Gardiner	10 November 2016
23/02/17-01	Vice Chair to circulate, to the Steering Group, any Governmental policy changes to Neighbourhood Planning received from Colin Wilkinson.	John Ward	23 March 2017
23/02/17-02	Secretary to send evidence of action 19/01/17-06 to Deborah Roberts.	Clive Stretton	23 March 2017
23/02/17-03	Secretary to send evidence of action 19/01/17-11 to Deborah Roberts.	Clive Stretton	23 March 2017
23/02/17-04	Vice Chair to contact Colin Wilkinson (Planit –X) requesting he submits another invoice by 31 st March 2017.	John Ward	ASAP
23/02/17-05	Finance Officer to ascertain the date by which the Parish Council needs to apply for the next Locality Grant.	Rob Ward	23 March 2017
23/02/17-06	Finance Officer to ascertain the process by which the Parish Council applies for the next Locality Grant.	Rob Ward	23 March 2017

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23/02/17-07	Secretary to locate recent Housing Surveys conducted with in the Parish.	Clive Stretton	23 March 2017
23/02/17-08	Secretary to locate the Parish Council's statement on Affordable Homes.	Clive Stretton	23 March 2017
23/02/17-09	Andrea Johnson to contact the Parish Council with the suggestion of investigating the use of the 'Leicestershire Rural Partnership Shire Community Grant' as a way of helping Parishioners with disabilities access the local bus service.	Andrea Johnson	4 April 2017
23/02/17-10	Sub groups to select their appropriate section of the RCC Young Person's Questionnaire feedback and identify 'Themes & Trends'.	Steering Group Members	28 February 2017
23/02/17-11	Sub group leaders to incorporate the Themes & Trends feedback from the Young Person's Questionnaire with the Themes & Trends from the Adult's Questionnaire, summarise and forward to the Vice Chair.	Andrea Johnson, Deborah Roberts, Rob Ward, Clive Stretton	28 February 2017
23/02/17-12	Vice Chair to forward the sub group leaders summaries to Colin Wilkinson (Action 23/02/17-11)	John Ward	28 February 2017
23/02/17-13	Finance Officer to ensure the invoice for scanning the Questionnaires is submitted by 31 st March 2017.	Rob Ward	31 March 2017
23/03/17-02	Secretary to collate photographic evidence of flooding in the Parish.	Clive Stretton	April 2017
23/03/17-03	Finance Officer to approach the Parish Council requesting correspondence & dialog with appropriate agencies and land owners regarding flooding in recent years.	Rob Ward	11 April 2017
23/03/17-04	Finance Officer to forward evidence gained from action 23/03/17-03 to Planit-X. Replaced by action 27/04/17-04.	Rob Ward	11 April 2017
23/03/17-05	Vice Chair to check the data for the statement 2.22 <i>'In our 2016 survey, more than 90% of respondents found all measures identified for reducing flood risk as important reflecting the clear concern throughout Parish about flooding'</i> .	John Ward	11 April 2017
23/03/17-06	Finance Officer to approach the Parish Council regarding the source of evidence that supports Micro-scale hydro power generation installations at Sheepy Magna Mill.	Rob Ward	11 April 2017
23/03/17-08	Secretary to approach Sheepy History Society regarding any knowledge of a Village Design Statement.	Clive Stretton	11 April 2017
23/03/17-11	Vice chair to request Planit-X update 'Sheepy NP Draft v4-March 2017' ready for circulation to Steering Group members prior to the next Steering Group meeting.	John Ward	9 April 2017
11/04/17-01	Chair to investigate whether extending Sheepy Neighbourhood Plan to 2036 would not delay the preparation of the plan.	Mick Toogood	27 April 2017
11/04/17-03	Vice chair to request Planit-X update 'Sheepy NP Draft v6-April 2017' ready for circulation to Steering Group members prior to the next Steering Group meeting.	John Ward	27 April 2017
11/04/17-04	Jessica Gurley to check the Questionnaire data and comments relating to footpaths or	Jessica Gurley	27 April 2017

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	requests for a new footpath / cycle path between Sibson and Wellsborough.		
11/04/17-05	Andrea Johnson to collate written evidence of flooding in the Parish.	Andrea Johnson	May 2017
11/04/17-06	Secretary to look at Questionnaire data/ comments from Heritage section 4.2.1 to assist action 23/03/17-07.	Clive Stretton	27 April 2017
11/04/17-08	Vice Chair to request that Colin Wilkinson includes a policy requiring any new development to provide sufficient off road parking spaces in 'Sheepy NP Draft v7'.	John Ward	27 April 2017