

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: Wednesday 4 th October 2017 – 7.30pm | | Venue: Cock Inn - Sibson | | |
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| Attendance: Jessica Gurley, Kate Gardiner (Communications Officer), Andrea Johnson, Deborah Roberts, Clive Stretton (Secretary), Mick Toogood (Chair) , John Ward(Vice Chair) Rob Ward (Finance Officer)and Colin Wilkinson (Planit-X). | | Apologies: Tom Johnson and Anne Parkinson. | | |
| Minutes taken by: Clive Stretton | | | | |
| Declaration of Interest: Item 2- None | | | | |
| Item | Raised by | Discussion & Decision | | |
| 1.Attendance & Apologies | Chair | 9 present (including Colin Wilkinson (Planit-X) & 2 apologies. | | |
| 3. Discuss and approve recommendations made at the non quorate Steering Group meeting of 28 th September 2017 | Chair | The minutes of the previous non quorate meeting (28 th September 2017) were discussed and all recommendations were approved. | | |
| 4.Minutes of Previous Meeting 28 th September 2017. | Chair | The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 28th September 2017 were signed as a true record. It was noted that the copy signed by the Chair contained the footer “ <i>Minutes of Sheepy Parish Neighbourhood Plan Steering Group Thursday 21st September 2017</i> ”. This was amended by hand to “ <i>Minutes of Sheepy Parish Neighbourhood Plan Steering Group Thursday 28th September 2017</i> ” and initialled by the Chair. | | |
| 5. Matters Arising from Steering Group Meeting – 28 th | Chair | 28/09/17-01-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 28th September 2017. Completed & Closed. See Agenda Item 3. | | |

Minutes of Sheepy Parish Neighbourhood Plan Steering Group. Wednesday 4th October 2017.

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| <p>September 2017.</p> | <p><u>Definitions & Glossary</u></p> <p>13/07/17-12- Vice Chair to discuss with Colin Wilkinson the production of a 'Neighbourhood Plan Definitions List' Closed. Replaced by Action 04/10/17-01. Colin Wilkinson has prepared a Glossary for inclusion in the Neighbourhood Plan Pre Submission Document.</p> <p>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.</p> <p>14/09/17-11- Steering Group members to identify any items on Draft Pre Submission document version 16 which are not defined on the list supplied by the Department for Communities and Local Government and forward to the Vice Chair. Closed. Replaced by Action 04/10/17-01</p> <p><u>Sharing Pre-Submission Document with HBBC</u></p> <p>02/08/17-15- Following action 02/08/17-14, being completed at the next Steering Group meeting, Secretary to share the updated Pre submission document draft with HBBC Planning Department. Closed. See Agenda Item 7</p> <p>28/09/17-17- Vice chair to request Colin Wilkinson contact HBBC with a view to meeting and discussing the draft pre submission document. Completed & Closed. See Agenda Item 7</p> <p>28/09/17-18- Secretary to add 'Approval of the Latest Pre Submission draft document for sharing with HBBC' as an agenda item for the next Steering Group meeting. Completed & Closed. See Agenda Item 7</p> <p><u>Mapping</u></p> <p>17/08/17-12- Finance Office to take responsibility for the production of the Ecology & Habitats map. Open Colin Wilkinson has supplied the Finance Officer with the Ecology & Habitat Report.</p> <p>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.</p> <p>28/09/17-02- Vice Chair to discuss with Colin Wilkinson inserting the Important Views map into the Pre Submission draft document. Completed & Closed.</p> <p>28/09/17-03- Vice Chair to discuss with Colin Wilkinson inserting the Settlement Boundaries map into the Pre Submission draft document. Completed & Closed.</p> <p>28/09/17-04- Vice Chair to discuss with Colin Wilkinson inserting the Sibson Conservation Area map into the Pre Submission draft document. Completed & Closed.</p> <p>21/09/17-04- Chair to verify the Public Rights Of Way map . Open.</p> <p>17/08/17-13- Members of the Steering Group to verify the Ecology & Habitats map. Open.</p> <p>21-09-17-05- Due to the high number of Local Heritage Interests, Jessica Gurley to verify the Local Heritage Maps by taking a selected sample. Completed & Closed. Jessica Gurley has checked and verified a sample of 20 sites.</p> <p>21/09/17-07- Finance Officer to verify Local Green Spaces Maps. Completed & Closed.</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. Open.</p> |
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| | <p>28/09/17-06- Finance Officer to 'mask out Neighbouring Parishes' on the Parish Online Maps. Remains Open. The Finance Officer has assessed the method of completing this action.</p> <p><u>Local Green Spaces</u></p> <p>14/09/17-06- Secretary to complete Draft Local Green Space Designation forms for 'Sheepy Magna Playing Field', 'Sheepy Glade', 'All Saints Churchyard', 'St Botolph Churchyard' and 'Sheepy Cemetery'. Completed & Closed.</p> <p>21/09/17-09- Secretary to send completed draft Local Green Space Designation Forms to Steering Group members to verify. Closed. See Action 04/10/17-03</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.</p> <p>28/09/17-07- Once the Local Green Space Designation forms have been completed and verified, Secretary to send to Deborah Roberts to add to the evidence database and website. Open</p> <p><u>Pre Submission Consultation</u></p> <p>28/09/17-08- Vice Chair to give feedback to the Communications Officer, following the Steering Group review of the 'Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation'. Completed & Closed. Vice Chair & Communications Officer met on Tuesday 3rd October 2017.</p> <p>28/09/17-09- Vice Chair to liaise with the Communications Officer, regarding the completion of the 'Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation' in view of the Communication Officer's imminent holiday absence. Remains Open until the document is complete.</p> <p>28/09/17-10- Finance Officer to discuss with the Clerk to the Parish Council and the Parish Council's email host, to set up a Parish Council Neighbourhood Plan email address. The suggestion being np@sheepparish.com. Closed. Replaced by Action 04/10/17-04.</p> <p>04/10/17-04- Vice Chair to discuss with the Clerk to the Parish Council and the Parish Council's email host, setting up a Parish Council Neighbourhood Plan email address. The suggestion being np@sheepparish.com.</p> <p>28/09/17-11- Following action 28/09/17-10, the Finance Officer to discuss with the Parish Council's email host, if there will be any limitations on the size of files that this new email address will accept. Closed. Replaced by Action 04/10/17-05.</p> <p>04/10/17-05- Following action 04/10/17-04, the Vice Chair to discuss with the Parish Council's email host, the limitations on the size of files that this new email address will accept.</p> <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.</p> <p>04/10/17-06- Vice Chair to request Colin Wilkinson share with the Secretary, his working spreadsheet regarding the summary of housing numbers, either completed or approved within the Parish.</p> | |
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| | <p><u>Local Heritage Interests</u></p> <p>14/09/17-08- Finance Officer to add ‘Sibson Telephone Box’ and ‘Sheepy Magna Village Pump and Horse Trough’ to the Local Heritage Interests mapping data. Open. This will require the creation of a new map layer.</p> <p><u>Draft Pre Submission Document Version 16c</u></p> <p>14/09/17-10 -Steering Group members to review the Pre Submission Document Version 16, and any grammatical errors and suggested amendments to be forwarded to the Vice Chair. Closed.</p> <p>28/09/17-15- Vice Chair to circulate the latest version of the Draft Pre Submission document. Completed & Closed.</p> <p>28/09/17-16-Vice chair to request Colin Wilkinson revises the wording in Policy S13, so as to clarify the scale of development for this site. Closed. See Agenda Item 6</p> <p><u>Evidence Database</u></p> <p>31/08/17-15-Deborah Roberts to liaise with the Communications Officer regarding which documents are to be uploaded onto the website and how to maintain continuity during the Communication Officer’s holiday absence. Completed & Closed.</p> <p>04/10/17-07- Communications Officer to upload the policy supporting evidence onto the website by 4th November 2017.</p> <p>21/09/17-15- Communications Officer to discuss with the website provider, the possibility of linking the evidence database index to the appropriate web page. Completed & Closed.</p> <p>04/10/17-08- Deborah Roberts & the Chair to supply the Communications Officer with any ‘Reports To the Parish Council’ that have yet to be added to the evidence on the website. Namely, reports prior to September 2016, and also December 2016, February 2017 and May 2017.</p> <p>04/10/17-09- Following action 04/10/17-08, Communications Officer to upload the ‘Reports to the Parish Council’ as supporting evidence onto the website by 4th November 2017.</p> <p><u>Additional Photographs for the Pre Submission Document</u></p> <p>28/09/17-13- Chair to take a photograph of Pinwall for possible inclusion in the Parish Descriptions of the Pre Submission draft document. Completed & Closed. It may be possible for either the Chair or Communications Officer to locate a replacement for the photograph taken in action 28/09/17-13.</p> <p>28/09/17-14- Jessica Gurley to take a photograph of Wellsborough for possible inclusion in the Parish Descriptions of the Pre Submission draft document. Open.</p> <p>04/10/17-10- Chair to take a photograph of the new housing developments taking place in Sheepy Magna at Trout Ponds and forward to the Vice Chair for possible inclusion in the NP Pre Submission Document.</p> <p>04/10/17-11- Chair to either take or locate two further photographs to be added to the forward of the NP Pre Submission document.</p> | | | |
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| | | <p>04/10/17-12- Following action 04/10/17-11, Chair to forward photographs to the Vice Chair for inclusion in the draft NP Pre Submission Document.</p> <p>04/10/17-13- Chair to forward photographs scanned from the 'Millennium Book' to the Vice Chair for inclusion in the draft NP 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. Open.</p> <p><u>Communications</u></p> <p>28/09/17-20- Vice Chair to liaise with Communications Officer regarding Communications activities during her holiday absence. Completed & Closed.</p> <p><u>Village Shop Funding Meeting</u></p> <p>28/09/17-21- Secretary to supply the Clerk to the Parish Council with the 'Services and Facilities Questionnaire Feedback Report'. Completed and Closed.</p> <p>It was noted that there are possible grants available to support village shops.</p> <p>04/10/17-14- Vice Chair to request the link regarding Village Shop Grants from Colin Wilkinson.</p> <p>04/10/17-15- Following action 04/10/17-14, Vice Chair to forward the link regarding Village Shop Grants to the Clerk to the Parish Council.</p> | | | |
| 6. Updated NP Pre-Submission Document Draft and Critical Path | Vice Chair | <p>NP Pre Submission draft version 17a has been circulated today.</p> <p>The appendices, pictures and maps are mostly complete.</p> <p>04/10/17-16- Vice Chair to include the missing photographs in NP Pre Submission draft version 17a.</p> <p>Following action 28/09/17-16, discussion took place and the wording of Policy S13 in the Neighbourhood Plan Pre Submission draft version 17a was revised.</p> <p>The Sheepy Neighbourhood Plan Steering Group formally agreed to the revised wording of Policy S13.</p> | | | |
| 7. Approval of the latest Pre Submission document for sharing with HBBC | Chair | <p>Following action 28/09/17-17, Colin Wilkinson has arranged a meeting with HBBC Planning Department for 16th October 2017 at 10.00 to discuss the draft NP Pre submission document.</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.</p> <p>04/10/17-18- Vice Chair to incorporate the latest changes to the Pre Submission draft by Monday 9th October 2017, then forward to Colin Wilkinson for sharing with HBBC Planning Department.</p> | | | |
| 8. Evidence Data base | Deborah Roberts | See Evidence Database in Agenda Item 5 above. | | | |

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| 9. Project Plan | Vice Chair. | <p>It is still the intention of the Steering Group to present the Pre Submission Document to the Parish Council by the end of October 2017 ready for the November meeting of the Parish Council (Tuesday 7th November 2017) in order to proceed to the next stage, that of Public Consultation.</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.</p> <p>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 '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</p> | | | |
| 10. Communications Report | Communications Officer | See Pre Submission Consultation and Evidence Database in Agenda Item 5 above. | | | |
| 11. Report to the Parish Council | Chair | The report 'A summary from the September Steering Group Meetings with subsequent updates' presented to the Parish Council meeting on Tuesday 3 rd October 2017, has been circulated to Steering Group members. | | | |
| 12. HBBC Engagement | Secretary | See Agenda Item 7 above. | | | |
| 13. AOB | Chair | <ol style="list-style-type: none"> 1. Following the Landscape Character Assessment Workshop -13th March 2017 at Twycross Zoo, the Landscape Character Assessment Document was expected to be updated by 31st May 2017, with certain aspects of this document to be then possibly included in the Neighbourhood Plan. <p>04/10/17-21-Secretary to contact HBBC to establish the current state of the updated Landscape Character Assessment Document.</p> <ol style="list-style-type: none"> 2. Invitation to the Leicestershire Neighbourhood Planning Network Event – Tuesday 28th November 2017 – County Hall- Glenfield. 5.30pm -8.00pm. To be discussed at the next Steering Group Meeting. <p>04/10/17-22-Secretary to add to the agenda for the next Steering Group Meeting. Leicestershire Neighbourhood Planning Network Event – Tuesday 28th November 2017 – County Hall Glenfield. 5.30pm -8.00pm.</p> <ol style="list-style-type: none"> 3. Invitation to the HBBC Rural Conference – Thursday 30th November 2017 – Twycross Zoo. To be discussed at the next Steering Group Meeting. <p>04/10/17-23-Secretary to add to the agenda for the next Steering Group Meeting. HBBC Rural Conference – Thursday 30th November 2017 – Twycross Zoo.</p> | | | |

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| 14. Date & Location of Next Meeting | Secretary | <p>Next Meeting: Thursday 12th October 2017- Cock Inn Sibson. 7.30pm. Colin Wilkinson available to attend.</p> <p>Future Meetings: Thursday 19th October 2017- Cock Inn Sibson. 7.30pm Wednesday 25th October 2017- Cock Inn Sibson. 7.30pm. Colin Wilkinson available to attend. These meetings may be supplemented by sub group meetings during October.</p> | | | |
| | | Meeting Closed- 10.15pm | | | |

| Ref No. | Open Actions – 4 th October 2017 | Responsible | Deadline |
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| 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. | Steering Group | 12 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 |
| 21/09/17-04 | Chair to verify the Public Rights Of Way map . | Mick Toogood | 28 September 2017 |
| 17/08/17-13 | Members of the Steering Group to verify the Ecology & Habitats map. | Steering Group | Now 14 th September 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 |
| 28/09/17-06 | Finance Officer to 'mask out Neighbouring Parishes' on the Parish Online Maps. | Rob Ward | 4 th 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. | Steering Group | 12 th October 2017 |
| 28/09/17-07 | Once the Local Green Space Designation forms have been completed and verified, Secretary to send to Deborah Roberts to add to the evidence database and website. | Clive Stretton | 12 th October 2017 |

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| 28/09/17-09 | Vice Chair to liaise with the Communications Officer, regarding the completion of the 'Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation' in view of the Communication Officer's imminent holiday absence. | John Ward | ASAP |
| 04/10/17-04 | Vice Chair to discuss with the Clerk to the Parish Council and the Parish Council's email host, setting up a Parish Council Neighbourhood Plan email address. The suggestion being np@sheepparish.com . | John Ward | 12 th October 2017 |
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| 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 |
| 04/10/17-08 | Deborah Roberts & the Chair to supply the Communications Officer with any 'Reports To the Parish Council' that have yet to be added to the evidence on the website. | Deborah Roberts & Mick Toogood | 4 th November 2017 |
| 04/10/17-09 | Following action 04/10/17-08, Communications Officer to upload the 'Reports to the Parish Council' as supporting evidence onto the website by 4 th November 2017. | Kate Gardiner | 4 th November 2017 |
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| 04/10/17-16 | Vice Chair to include the missing photographs in NP Pre Submission draft version 17a. | John Ward | ASAP |
| 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 |
| 04/10/17-18 | Vice Chair to incorporate the latest changes to the Pre Submission draft by Monday 9 th October 2017, then forward to Colin Wilkinson for sharing with HBBC Planning Department. | John Ward | 9 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 Parish Council, together with the Neighbourhood Plan Pre Submission Document, for approval at the Parish Council meeting on Tuesday 7 th November 2017. | Rob Ward | ASAP |
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| 04/10/17-21 | Secretary to contact HBBC to establish the current state of the updated Landscape Character Assessment Document. | Clive Stretton | 12 th October 2017 |
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| 13/07/17-12 | Vice Chair to discuss with Colin Wilkinson the production of a 'Neighbourhood Plan Definitions List' (Remains open until the final draft document.) | John Ward | On Going 2017 |
| 02/08/17-15 | Following action 02/08/17-14, being completed at the next Steering Group meeting, Secretary to share the updated Pre submission document draft with HBBC Planning Department. | Clive Stretton | Now 14 th September 2017 |
| 28/09/17-02 | Vice Chair to discuss with Colin Wilkinson inserting the Important Views map into the Pre Submission draft document. | John Ward | ASAP |
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