

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 22 nd February 2018 – 7.30pm		Venue: Cock Inn - Sibson	
Attendance: Kate Gardiner (Communications Officer), Tom Johnson, Deborah Roberts, Clive Stretton, Mick Toogood (Chair), (Secretary), John Ward (Vice Chair) and Colin Wilkinson (Planit-X).		Apologies: Jessica Gurley, Andrea Johnson, Rob Ward (Finance Officer) and Anne Parkinson.	
Minutes taken by: Clive Stretton			
Declaration of Interest: Item 2- None			
Item	Raised by	Discussion & Decision	
1.Attendance & Apologies	Chair	7 present including Colin Wilkinson (Planit-X) & 4 apologies.	
3. Minutes of Previous Meeting 30 th January 2018.	Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 30 th January 2018 were signed by the Chair as a true record.	
4. Matters Arising from Steering Group Meeting – 30 th January 2018.	Chair	<p><u>Mapping</u> 28/09/17-05- Vice Chair to assess the new views icon on Parish Online for possible use on the Important Views Maps. Remains Open.</p> <p><u>Landscape Character Assessment</u> 08/11/17-01- Following action 12/10/17-06, Steering Group members to review the HBBC Landscape Character Assessment (September 2017 Parts 1-5) and Landscape Sensitivity Assessment (September 2017 Parts 1-3), with a view to replacing the Landscape Character Assessment (2006) link, following the Pre Submission Consultation period, but before completing the Pre Submission stage. Closed. 22/02/18-01- Vice Chair to remove the link to Landscape Character Assessment (2006) document and replace it by a link to the updated 2017 version.</p>	

	<p>30/10/18-01- Secretary to re-circulate to Steering Group members, the links to HBBC Landscape Character Assessment (September 2017 Parts 1-5) and Landscape Sensitivity Assessment (September 2017 Parts 1-3), to assist with action 08/11/17-01. Completed & Closed.</p> <p>Steering Group members have made suggestions to amend paragraphs 2.2 to 2.7 of the Pre Submission document to align it with the updated Landscape Character Assessment.</p> <p>22/02/18-02- Deborah Roberts to finalise the amendments to paragraphs 2.2 to 2.7 of the Pre Submission document in order to align it with the updated Landscape Character Assessment.</p> <p>22/02/18-03- Following action 22/02/18-02, Deborah Roberts to forward the amendments to paragraphs 2.2 to 2.7 of the Pre Submission document to the Vice Chair.</p> <p>22/02/18-04- Following action 2/02/18-03, Vice Chair to forward the amendments to paragraphs 2.2 to 2.7 of the Pre Submission document to Colin Wilkinson</p> <p><u>Sustainability Appraisal (SEA/HRA Screening)</u></p> <p>30/01/18-02 – Vice Chair to request Colin Wilkinson contacts HBBC for information regarding requesting HBBC carry out the SEA/HRA Screening on our behalf. Completed & Closed. See item 6</p> <p><u>Evidence Database</u></p> <p>10/01/18-04- Vice Chair to request that the Evidence Database log is up to date and indicates which items are on the evidence database section of the website. Completed & Closed.</p> <p>10/01/18-05- Vice Chair to ask Deborah Roberts if there are any outstanding documents required for the evidence database. Completed & Closed.</p> <p><u>Terms of Reference</u></p> <p>10/01/18-07- Chair to review the Terms of Reference. Remains Open</p> <p><u>HBBC Local Plan Review: Scope, Issues and Options Consultation</u></p> <p>30/01/18-06- Vice Chair to request Colin Wilkinson prepare a draft blanket statement, in reply to HBBC Local Plan Review Consultation, and forward to the Steering Group Secretary. Completed & Closed</p> <p>30/01/18-07- Following action 30/01/18-06, Deborah Roberts to make any necessary amendments to the draft blanket statement, (prepared by Colin Wilkinson), ready for consideration at the Parish Council meeting on Tuesday 6th February 2018, as the Parish Council’s response to the HBBC Local Plan Review Consultation. Completed & Closed.</p> <p>30/01/18-08- Secretary to verify action 30/01/18-07. Completed & Closed.</p> <p>30/01/18-09- Following action 30/01/18-08, Secretary to circulate to Steering Group members, the Steering Group’s suggested response to HBBC Local Plan Review Consultation for comment. Completed & Closed.</p>	
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5. Review of feedback from Planit-X regarding the Analysis of the Pre Submission Consultation Responses	Vice Chair	<p>Discussion took place regarding Hornsey Rise. It was noted that the whole site is regarded as 'brownfield', however this does not mean that the whole site should be developed.</p> <p>It was decided that to help with any possible revision of our Neighbourhood Plan, the Steering Group, along with our consultant, would benefit from visiting the site.</p> <p>It was further decided that we request a site visit at a weekend during March 2018, thus allowing more Steering Group members to attend.</p> <p>22/02/18-06- Steering Group members to send to the Secretary their weekend availability during March 2018, for a possible site visit to Hornsey Rise.</p> <p>22/02/18-07- Secretary to contact Pegasus Group, (Representing Springbourne Homes) to request a possible site visit to Hornsey Rise, preferably during a weekend in March 2018.</p> <p>Every point of the feedback from Planit-X, of the Analysis of the Pre Submission Consultation Responses, was reviewed and where no action was recommended, this was confirmed by the Steering Group.</p> <p>Any possible changes to the Pre Submission Neighbourhood Plan were discussed and actions and responsibilities agreed and assigned.</p>			

		<p>22/02/18-08- Steering Group members and Planit-X to implement any proposed revision to the Pre Submission Neighbourhood Plan as discussed and noted at the Steering Group 22 February 2018</p>		
<p>6. HBBC Engagement –</p> <p>1. HBBC Local Plan Review Drop In – Sheepy Memorial Hall 2nd February 2018.</p> <p>2. SEA/HRA Screening Meeting with Kirstie Rea - 20th February 2018</p>	<p>Secretary & Vice Chair</p>	<p>1. The Vice Chair and Secretary of the Steering Group, along with the Chair to the Parish Council and other Parish Councillors, had attended the HBBC Local Plan Review Drop In – Sheepy Memorial Hall 2nd February 2018. Discussion had taken place with HBC Planning Policy Officers to ensure that the response made by Sheepy Parish Council to the Local Plan Review Consultation given the Neighbourhood Plan consultation process to date, reflects the vision, views and priorities of the Sheepy Parish community for the period up to 2036 in respect of our Parish and is not simply the views of the Parish Council.</p> <p>22/02/18-09- Secretary to send the HBBC Local Plan Review Consultation link to Steering Group members in order for them to complete their own individual response if they so wish and also to encourage other parishioners to do the same.</p> <p>2. The Vice Chair and Secretary had attended a meeting with Kirstie Rea (Planning Policy Manager) at HBBC Offices (Hinckley Hub) on Tuesday 20th February 2018 to discuss SEA (Strategic Environmental Assessment)/HRA (Habitats Regulation Assessment) screening. There is no legislation that states that the LEA should carry out SEA screening. However, the LEA is responsible for HEA screening.</p> <p>22/02/18-10- Secretary to ask the Parish Council to formally request HBBC to conduct the HRA screening process on behalf of the Sheepy Parish Neighbourhood Plan Steering Group.</p> <p>22/02/18-11- Secretary to prepare the letter for the Parish Council to formally request HBBC to conduct the HRA screening process on behalf of the Sheepy Parish Neighbourhood Plan Steering Group.</p> <p>If full assessments are required, then these would be the responsibility of the Neighbourhood Plan Steering Group.</p> <p>HBBC committed to meet with RCC by 2nd March 2018, to discuss the Service Level Agreement, with a view as a pilot exercise, for RCC to complete the draft ‘Neighbourhood Plan Strategic Environmental Assessment Screening Report template’ on our behalf and within our time frame.</p> <p>HBBC will review the ‘Neighbourhood Plan Strategic Environmental Assessment Screening Report template’.</p> <p>The consultation process involving the Statutory Bodies will then begin for both SEA & HRA with an expected maximum duration of 4 – 5 weeks.</p> <p>The Steering Group prepare a ‘Basic Conditions Statement’.</p> <p>Full assessments may or may not be necessary, however this will be confirmed by HBBC during this period.</p>		

7. Project Plan	Vice Chair.	An updated project plan will be produced following the feedback of the meeting between HBBC and RCC discussing the SEA screening. 22/02/18-12- Vice Chair to produce updated project plan.			
8. Finance	Chair	Locality funding discussed under Item 3 - matters arising above.			
9. Communications	Communications Officer	We have an article in the February edition of the Gazette. The website is up to date and it was noted that the number of people visiting the website is very pleasing. 22/02/18-13-Communications Officer to produce a summary of recent activity on the Neighbourhood Plan website. A concern was raised that the website homepage was flagging up that it was unsecure. 22/02/18-14-Communications Officer to contact the website host requesting them to investigate the concern raised that the homepage was flagging up as unsecure.			
10. Evidence Database	Deborah Roberts	Up to date			
11. Report to the Parish Council	Chair	The Steering Group report to the Parish Council meeting (6 th February 2018) has been circulated to Steering Group members			
12. Strategic Growth Plan for Leicester & Leicestershire: Consultation Draft Plan	Secretary	The Strategic Growth Plan for Leicester & Leicestershire: Consultation Draft Plan was on display at the HBBC Local Plan Review Drop In – Sheepy Memorial Hall 2 nd February 2018. It was noted that both Leicestershire and Warwickshire Strategic Growth plans will have an impact on Sheepy Parish due to its geographical location. 22/02/18-15- Secretary to request that the Parish Council approve the referral and sharing of correspondence related to Neighbourhood planning to the Steering Group. 22/02/18-16- Secretary to produce a draft response, for review by Sheepy Parish Council, as its response to the consultation for the Draft Plan of the Strategic Growth Plan for Leicester & Leicestershire. (Consultation response deadline -Thursday 5th April 2018) 22/02/18-17- Secretary to circulate a draft response, for review by Sheepy Parish Council, as its response to the consultation for the Draft Plan of the Strategic Growth Plan for Leicester & Leicestershire to members of the Steering Group for review.			
13. AOB	Chair	None			
14. Date & Location of Next Meeting	Secretary	Next Meeting: Thursday 22 nd March 2018 at 7.30pm. Cock Inn - Sibson			
		Meeting Closed- 10.50pm			

Ref No.	Open Actions – 22 nd February 2018	Responsible	Deadline
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	Now 22 March 2018
22/02/18-01-	Vice Chair to remove the link to Landscape Character Assessment (2006) document and replace it by a link to the updated 2017 version.	John Ward	22 March 2018
22/02/18-02	Deborah Roberts to finalise the amendments to paragraphs 2.2 to 2.7 of the Pre Submission document in order to align it with the updated Landscape Character Assessment.	Deborah Roberts	22 March 2018
22/02/18-03	Following action 22/02/18-02, Deborah Roberts to forward the amendments to paragraphs 2.2 to 2.7 of the Pre Submission document to the Vice Chair.	Deborah Roberts	22 March 2018
22/02/18-04	Following action 2/02/18-03, Vice Chair to forward the amendments to paragraphs 2.2 to 2.7 of the Pre Submission document to Colin Wilkinson	John Ward	22 March 2018
10/01/18-07	Chair to review the Terms of Reference.	Mick Toogood	Now 22 March 2018
22/02/18-05	Finance Officer to re apply for additional Locality Grant during April 2018.	Rob Ward	April 2018
10/01/18-10	Secretary to produce a summary of the Pre Submission Consultation Drop In Events for the Evidence Database.	Clive Stretton	Now 22 March 2018
22/02/18-06	Steering Group members to send to the Secretary their weekend availability during March 2018, for a possible site visit to Hornsey Rise.	Steering Group	ASAP
22/02/18-07	Secretary to contact Pegasus Group, (Representing Springbourne Homes) to request a possible site visit to Hornsey Rise, preferably during a weekend in March 2018.	Clive Stretton	ASAP
22/02/18-08	Steering Group members and Planit-X to implement any proposed revision to the Pre Submission Neighbourhood Plan as discussed and noted at the Steering Group 22 February 2018	Steering Group & Planit-X	22 March 2018
22/02/18-09	Secretary to send the HBBC Local Plan Review Consultation link to Steering Group members in order for them to complete their own individual response if they so wish and also to encourage other parishioners to do the same.	Clive Stretton	ASAP
22/02/18-10	Secretary to ask the Parish Council to formally request HBBC to conduct the HRA screening process on behalf of the Sheepy Parish Neighbourhood Plan Steering Group.	Clive Stretton	22 March 2018
22/02/18-11	Secretary to prepare the letter for the Parish Council to formally request HBBC to conduct the HRA screening process on behalf of the Sheepy Parish Neighbourhood Plan Steering Group.	Clive Stretton	22 March 2018

22/02/18-12	Vice Chair to produce updated project plan.	John Ward	22 March 2018
22/02/18-13	Communications Officer to produce a summary of recent activity on the Neighbourhood Plan website.	Kate Gardiner	22 March 2018
22/02/18-14	Communications Officer to contact the website host requesting them to investigate the concern raised that the homepage was flagging up as unsecure.	Kate Gardiner	ASAP
22/02/18-15	Secretary to request that the Parish Council approve the referral and sharing of correspondence related to Neighbourhood planning to the Steering Group.	Clive Stretton	22 March 2018
22/02/18-16	Secretary to produce a draft response, for review by Sheepy Parish Council, as its response to the consultation for the Draft Plan of the Strategic Growth Plan for Leicester & Leicestershire.)	Clive Stretton	22 March 2018
22/02/18-17	Secretary to circulate a draft response, for review by Sheepy Parish Council, as its response to the consultation for the Draft Plan of the Strategic Growth Plan for Leicester & Leicestershire to members of the Steering Group for review.	Clive Stretton	22 March 2018
Ref No.	Closed Actions	Responsible	Date
08/11/17-01	Following action 12/10/17-06, Steering Group members to review the HBBC Landscape Character Assessment (September 2017 Parts 1-5) and Landscape Sensitivity Assessment (September 2017 Parts 1-3), with a view to replacing the Landscape Character Assessment (2006) link, following the Pre Submission Consultation period, but before completing the Pre Submission stage.	Steering Group	Now 22 March 2018
30/10/18-01	Secretary to re-circulate to Steering Group members, the links to HBBC Landscape Character Assessment (September 2017 Parts 1-5) and Landscape Sensitivity Assessment (September 2017 Parts 1-3), to assist with action 08/11/17-01.	Clive Stretton	ASAP
30/01/18-02	Vice Chair to request Colin Wilkinson contacts HBBC for information regarding requesting HBBC carry out the SEA/HRA Screening on our behalf.	John Ward	ASAP
10/01/18-04	Vice Chair to request that the Evidence Database log is up to date and indicates which items are on the evidence database section of the website.	John Ward	Now 22 February 2018
10/01/18-05	Vice Chair to ask Deborah Roberts if there are any outstanding documents required for the evidence database.	John Ward	Now 22 February 2018
30/01/18-06	Vice Chair to request Colin Wilkinson prepare a draft blanket statement, in reply to HBBC Local Plan Review Consultation, and forward to the Steering Group Secretary.	John Ward	31 January 2018

Minutes of Sheepy Parish Neighbourhood Plan Steering Group. Thursday 22nd February 2018.

30/01/18-07	Following action 30/01/18-06, Deborah Roberts to make any necessary amendments to the draft blanket statement, (prepared by Colin Wilkinson), ready for consideration at the Parish Council meeting on Tuesday 6 th February 2018, as the Parish Council's response to the HBBC Local Plan Review Consultation.	Deborah Roberts	1 February 2018
30/01/18-08	Secretary to verify action 30/01/18-07.	Clive Stretton	1 February 2018
30/01/18-09	Following action 30/01/18-08, Secretary to circulate to Steering Group members, the Steering Group's suggested response to HBBC Local Plan Review Consultation for comment.	Clive Stretton	1 February 2018
30/01/18-10	Following action 30/01/18-08, Secretary to forward to the Clerk to the Parish Council, the Steering Group's suggested response to HBBC Local Plan Review Consultation, in order for it to be circulated to Parish Councillors for consideration at the Parish Council meeting on Tuesday 6 th February 2018.	Clive Stretton	1 February 2018
30/01/18-03	Finance Officer to liaise with Colin Wilkinson (Planit-X) and prepare a new Locality Grant Application.	Rob Ward	28 February 2018
30/01/18-04	Vice Chair to circulate the consolidated Pre Submission Consultation Response Feedback Spreadsheet to Steering Group Members.	John Ward	ASAP
30/01/18-05	Vice Chair to send the consolidated Pre Submission Consultation Response Feedback Spreadsheet to Colin Wilkinson requesting his feedback, observations and recommendations.	John Ward	22 February 2018
30/01/18-11	Secretary to confirm the venue for the next Steering Group Meeting on Thursday 22 nd February 2018 at 7.30pm	Clive Stretton	22 February 2018
30/01/18-12	Vice Chair to take responsibility for organising a projector and screen for the next Steering Group Meeting on Thursday 22 nd February 2018 at 7.30pm	John Ward	22 February 2018