

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 March 2018 – 7.30pm		Venue: Cock Inn - Sibson	
Attendance: Mick Toogood (Chair), Kate Gardiner (Communications Officer), Tom Johnson, Jessica Gurley, John Ward (Vice Chair) ,Rob Ward (Finance Officer), Deborah Roberts and Colin Wilkinson (Planit-X),		Apologies: Clive Stretton, Andrea Johnson and Anne Parkinson.	
Minutes taken by: Deborah Roberts			
Declaration of Interest: Item 2- None			
Item	Raised by	Discussion & Decision	
1.Attendance & Apologies	Chair	8 present including Colin Wilkinson (Planit-X) & 3 apologies.	
3. Minutes of Previous Meeting 22 nd February 2018.	Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 22 nd February 2018 were signed by the Chair as a true record.	
4. Matters Arising from Steering Group Meeting – 22 nd February 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. Closed 22/03/18-01- Vice Chair to amend the Important Views Maps to give effect to feedback.</p> <p><u>Landscape Character Assessment</u> 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. Closed 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. Closed 22/02/18-03- Following action 22/02/18-02, Deborah Roberts to forward the amendments to paragraphs 2.2 to</p>	

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

	<p>2.7 of the Pre Submission document to the Vice Chair. Closed 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. Closed</p> <p><u>Terms of Reference</u> 10/01/18-07- Chair to review the Terms of Reference. Closed</p> <p><u>Locality Grant Application.</u> 22/02/18-05- Finance Officer to re apply for additional Locality Grant during April 2018. 22/03/18-02 Finance Officer to register an expression of interest for additional Locality Grant</p> <p><u>Pre Submission Consultation</u> 10/01/18-10- Secretary to produce a summary of the Pre Submission Consultation Drop In Events for the Evidence Database. Closed 22/03/18-03- Communications Officer to produce a summary of the comments from the Pre Submission Consultation Drop In Events for the Evidence Database.</p> <p><u>Next Meeting</u> 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. Closed 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. Closed</p> <p><u>Pre- Submission Plan</u> 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 meeting 22 February 2018 22/03/18-04- Vice Chair to update master version of Pre Submission Neighbourhood Plan and include Steering Group members' revisions following action 22/02/18-08 and send to Colin Wilkinson 22/03/18-05- Colin Wilkinson to update Pre Submission Neighbourhood Plan following action 22/03/18-04</p> <p><u>HBBC Local Plan Review</u> 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. Closed</p>			
--	---	--	--	--

		<p><u>HRA Screening</u> 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. Closed 22/02/18-11- 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. Closed</p> <p><u>NDP Project Plan</u> 22/02/18-12- Vice Chair to produce updated project plan. Closed</p> <p><u>Website</u> 22/02/18-13- Communications Officer to produce a summary of recent activity on the Neighbourhood Plan website. Closed 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. Closed 22/03/18-06 – Communications Officer to contact the website host again requesting them to investigate the concern raised that the homepage was flagging up as unsecure using “HTTPS: “as the direction into the site.</p> <p><u>Strategic Growth Plan for Leicester and Leicestershire</u> 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. Closed 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. Closed 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. Closed</p>			
5. Sheepy NP Pre Sub Consultation feedback with analysis & agreed actions SG meeting 22nd Feb'18	Vice Chair	<p>The meeting was reminded that the full submission of consultation responses together with the feedback from Planit-X had been distributed to Steering Group Members and that actions and responsibilities had been agreed and assigned to individual Steering Group Members to consider and propose changes to the Pre Submission Neighbourhood Plan. Some comments were still outstanding. See action 22/02/18-08.</p> <p>22/03/18-07- Vice Chair to add to the list of changes required to be made to the Pre-Submission Neighbourhood Plan that the link to the 2017 version of the Landscape Character Assessment Document should now replace the 2006 version</p>			

(See email from Vice Chair- 3 March 2018)		<p>22/03/18-08- Vice Chair and Secretary to contact HBBC to take issue with their representations in relation to Appendix 3 (that all of the supporting documents be incorporated into the plan itself) and the maps.</p>		
<p>6. Site visit to Hornsey Rise – Saturday 17th March 2018</p>	<p>Chair</p>	<p>A discussion took place concerning Hornsey Rise. Following the site visit on 17th March, members gave feedback as to what they understood to be the developer’s intentions.</p> <p>It was agreed that the policy in relation to Hornsey Rise needed to be considered further following the feedback responses provided by all interested parties and the site meeting itself. It was noted that given the timing of the planning application, it was a possible that a planning decision is made by HBBC before the Neighbourhood Planning process is finalized and a query was raised as to whether there continues to be a good reason to include a policy on Hornsey Rise at all. However, it was noted that the current planning application is for outline planning consent and that a policy in the plan is still relevant and that (insofar as it can) it should reflect the feedback of all interested parties throughout the planning process.</p> <p>As a general observation, it was noted generally that “windfall” development was addressed in draft policy 10.</p> <p>It had been acknowledged in a previous meeting that the whole site is regarded as ‘brownfield’ (See definition of ‘Previously Developed Land’ –Sheepy Parish Neighbourhood Plan: Pre-Submission Appendix 5: Glossary which is taken from the National Planning Policy Framework Annex 2:Glossary). Currently, Policy 13 restricts development to the area shown on the Policies Map (marked Hornsey Rise Memorial Home). This area is smaller than the whole brownfield site. It was agreed by the meeting that following responses from interested parties and the site visit, that the Policy introduction should be amended to permit the whole brownfield site to be allocated for development and that the map should be amended as a consequence.</p> <p>A discussion ensued as to the number of dwellings that the Plan would support on the site. It was noted that there had been a range of numbers supported by the Wellsborough residents’ responses. 20 was consistent with the planning application (but was inconsistent with the conversations that took place during the site visit). It was agreed that the plan should be amended to support a maximum of 20 dwellings.</p> <p>It was further agreed that:</p> <ul style="list-style-type: none"> • Paragraph A (Policy 13) delivers what was supported by the responses in the questionnaires and that it could be amended slightly to acknowledge that this be applied flexibly. 		

		<ul style="list-style-type: none"> Paragraph B (Policy 13) should be changed to note that the Plan supports the restoration of the chapel to a dwelling. Paragraph C (Policy 13) should remain unchanged. Paragraph D (Policy 13) should be deleted as it was thought that the application of the restriction in D had the potential to result in more traffic than if Building Regulations were applied to the 20 dwelling allocation Paragraph E (Policy 13) should be amended slightly to reflect that the path runs from the site (and not the site access) to the south side of Bosworth Road Paragraph F (Policy 13) should be expanded to require the woodland on the site to be retained and managed as a woodland. <p>It was further agreed that any ambiguity in paragraph 5.20 of the Plan that suggests that only 0.5 hectares of the site is brownfield should be corrected.</p> <p>22/03/18-10- John Ward to update Hornsey Rise Memorial Home Map relating to Policy 13</p>		
7. HBBC/RCC Engagement – SEA/HRA Screening	Vice Chair	<p>John Ward reported that he and Clive Stretton had attended a meeting with the RCC as HBBC had commissioned the RCC to assist the Group to complete the SEA screening, using the template provided by HBBC. It was noted that there was an expectation from HBBC that the Steering Group would provide comments on the form of the HBBC template provided. Colin Wilkinson commented that it was drafted to a much lower spec than templates he has seen in the past (and which were prepared in relation to plans that were approved).</p> <p>John Ward reported that the HRA screening document was ready to be sent once the SEA screening process had been completed.</p> <p>22/03/18-10- Communications Officer to speak to some of her contacts with expertise in SEA screening and ask them for their thoughts on how to improve the HBBC template as part of the Neighbourhood planning process</p>		
8. Project Plan	Vice Chair	It was noted that an uptodate version had been shared with the group		
9. Finance	Finance Officer	Rob Ward confirmed that he had started work on the grant application. See Actions 22/02/18-05 and 22/03/18-02.		
10. Communications	Communications Officer	<p>The website is up to date except that it does not include the uptodate project plan.</p> <p>12 April is the cut-off date for the next edition of the Gazette. Gazette Notice (or some other form of comms) to be an agenda item for April meeting</p> <p>See action 22/03/18-06</p>		

		<p>22/03/18-11-Communications Officer to upload on to the website an uptodate copy of the project plan</p> <p>22/03/18-12-Secretary to include a discussion around communications/Gazette notice in the April agenda.</p>		
11. Evidence Database	Deborah Roberts	<p>Deborah Roberts confirmed all uptodate save for 2 small queries which were answered.</p> <p>22/03/18-13-Deborah Roberts to send to the Communications Officer all documents that are required to be uploaded to the supporting evidence section of the website</p>		
12. Raid Log	Andrea Johnson	Nothing to add		
13. Report to the Parish Council	Chair	None		
14. AOB	Chair	22/03/18-14 -Colin Wilkinson to send to the group some of the photographs he took at the Hornsey rise site visit.		
15. Date & Location of Next Meeting	Chair	Next Meeting: Wednesday 11 th April 2018 at 7.30pm. Venue is The Cock Inn Restaurant		

Ref No.	Open Actions – 22 nd March 2018	Responsible	Deadline
22/03/18-01	Vice Chair to amend the Important Views Maps to give effect to feedback.	John Ward	31 March 2018
22/02/18-05	Finance Officer to re apply for additional Locality Grant during April 2018.	Rob Ward	April 2018
22/03/18-02	Finance Officer to register an expression of interest for additional Locality Grant	Rob Ward	3 April 2018
22/03/18-03	Communications Officer to produce a summary of the comments from the Pre Submission Consultation Drop In Events for the Evidence Database.	Kate Gardiner	Prior to April meeting
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 meeting 22 February 2018	Steering Group & Planit-X	Each Member to indicate when he/she can deliver asap and to deliver before

			April meeting
22/03/18-04	Vice Chair to update master version of Pre Submission Neighbourhood Plan and include Steering Group members' revisions following action 22/02/18-08 and send to Colin Wilkinson	John Ward	Prior to April Meeting
22/03/18-05	Colin Wilkinson master version of Pre Submission Neighbourhood Plan following action 22/03/18-04	Colin Wilkinson	Prior to April Meeting
22/03/18-06	Communications Officer to contact the website host again requesting them to investigate the concern raised that the homepage was flagging up as unsecure using "HTTPS: "as the direction into the site.	Kate Gardiner	ASAP
22/03/18-07	Vice Chair to add to the master list of changes required to be made to the Pre-Submission Neighbourhood Plan that the link to the 2017 version of the Landscape Character Assessment Document should now replace the 2006 version	John Ward	April meeting
22/03/18-08	Vice Chair and Secretary to contact HBBC to take issue with their representations in relation to Appendix 3 (that all of the supporting documents be incorporated into the plan itself) and the maps.	John Ward and Clive Stretton	Prior to April meeting
22/03/18-09	Colin Wilkinson to update Hornsey Rise Memorial Home Map relating to Policy 13	Colin Wilkinson	Prior to April meeting
22/03/18-10	Communications Officer to speak to some of her contacts with expertise in SEA screening and ask them for their thoughts on how to improve the HBBC template as part of the planning process	Kate Gardiner	Prior to April meeting
22/03/18-11	Communications Officer to upload on to the website an uptodate copy of the project plan	Kate Gardiner	Prior to April meeting
22/03/18-12	Secretary to include a discussion around communications/Gazette notice in the April agenda.	Clive Stretton	Prior to April meeting
22/03/18-13	Deborah Roberts to send to the Communications Officer all documents that are required to be uploaded to the supporting evidence section of the website	Deborah Roberts	Prior to April meeting
22/03/18-14	Colin Wilkinson to send to the group some of the photographs he took at the Hornsey rise site visit.	Colin Wilkinson	Prior to April meeting

Ref No.	Closed Actions	Responsible	Date
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
22/02/18-02	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
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
22/02/18-09	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

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