

# 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 17 <sup>th</sup> May 2018 – 7.30pm		<b>Venue:</b> Cock Inn - Sibson	
<b>Attendance:</b> Kate Gardiner (Communications Officer), Andrea Johnson, Tom Johnson, Deborah Roberts, Clive Stretton (Secretary), Mick Toogood (Chair) and John Ward (Vice Chair). Also Colin Wilkinson Planit-X.		<b>Apologies:</b> Jessica Gurley, 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	8 present (Including Colin Wilkinson –Planit-X) & 3 apologies.	
3. Minutes of Previous Meeting 26 <sup>th</sup> April 2018.	Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 26 <sup>th</sup> April 2018 were signed by the Chair as a true record.	
4. Matters Arising from Steering Group Meeting – 26th April 2018.	Chair	<p><b><u>Mapping</u></b>  <b>26/04/18-01-</b> Finance Officer to contact Parish On Line asking them to confirm that they can give the Steering Group a copy of all data at the completion of the plan. <b>Remains Open.</b></p> <p><b><u>Locality Grant Application.</u></b>  <b>26/04/18-02-</b> Finance Officer to produce an expression of interest for a Locality Grant. Closed.  <b>26/04/18-03-</b> Finance Officer to continue to proceed with the Locality Grant application. Closed.  <b>26/04/18-04-</b> Finance Officer to forward the invoice from Colin Wilkinson, action 11/04/18-09, to the Clerk to the Parish Council. <b>Open.</b></p>	

	<p><b><u>Communications</u></b></p> <p><b>22/03/18-11-</b> Communications Officer to upload on to the website an up to date copy of the project plan. <b>Remains Open.</b> The timeline function on the website cannot be edited at present. The Communications Officer has been assured it will be rectified by the end of April.</p> <p><b>17/05/18-01-</b> Deborah Roberts to check that all evidence is aligned with the current version of the Neighbourhood Plan.</p> <p><b>26/04/18-17-</b> Communications Officer and Deborah Roberts to update the evidence on the website. <b>Open</b></p> <p><b>26/04/18-18-</b> Communications Officer to submit an article for the June 2018 edition of the Gazette. <b>Closed.</b> <b>See Agenda Item 10</b></p> <p><b><u>Project Plan</u></b></p> <p><b>26/04/18-16-</b> Vice Chair to produce an updated Project Plan and forward to the Communications Officer to update the timeline on the website. <b>Completed &amp; Closed.</b></p> <p><b><u>Raid Log</u></b></p> <p><b>11/04/18-13-</b> Andrea Johnson to update the Raid Log indicating finances as an issue. <b>Closed.</b> <b>See Item 12.</b></p> <p><b><u>Draft Submission Plan</u></b></p> <p><b>26/04/18-05-</b> Communications Officer to forward to Colin Wilkinson the agreed changes to the Draft Submission Plan v1a document made at the Steering Group meeting –Thursday 26<sup>th</sup> April 2018. <b>Completed &amp; Closed.</b></p> <p><b>26/04/18-06-</b> Following action 26/04/18-05, Vice Chair to request Colin Wilkinson make the agreed changes to the Draft Submission Plan v1a document. <b>Completed &amp; Closed.</b></p> <p><b>26/04/18-07-</b> Vice Chair to check that in the printing of the final version of the Neighbourhood Plan, the page ‘Sheepy Parish in 2036’ is in landscape format. <b>Remains Open.</b></p> <p><b>26/04/18-08-</b> Chair to check, using OS mapping, the correct spelling of ‘New House Grange’. <b>Completed &amp; Closed.</b></p> <p><b>26/04/18-09-</b> Vice Chair to request Colin Wilkinson investigate the possibility of introducing a statement ‘Street scene’ into the ‘Design’ section of the Neighbourhood Plan. <b>Completed &amp; Closed.</b></p> <p><b>26/04/18-10-</b> Deborah Roberts to circulate an updated version of the ‘Evidence Data Base’ to Steering Group members. <b>Open.</b></p> <p><b>26/04/18-11-</b> Secretary to forward the Local Green Space Designation Form for ‘Land to the Front of 15-19 Meadow Close – Sheepy Magna’ to Colin Wilkinson. <b>Completed &amp; Closed.</b></p> <p><b>26/04/18-12-</b> Secretary to produce current figures for dwellings either built (net of demolitions) or have planning permission since 2006. <b>Completed &amp; Closed.</b></p> <p><b>26/04/18-13-</b> Jessica Gurley to take new photographs showing the view from Wellsborough and forward to the Vice Chair. <b>Closed.</b> <b>See Agenda Item 6</b></p> <p><b>26/04/18-14-</b> Chair to check the Glossary in current version of the Draft Submission Plan v1a for inaccuracies. <b>Completed &amp; Closed.</b></p>	
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		<b>26/04/18-15- Secretary to discuss with Colin Wilkinson any further information that is required by Planit-x regarding Information Evenings, Drop in Events etc. Completed &amp; Closed.</b>		
5. Finance	Chair	The Finance Officer is proceeding with the Locality Grant application.		
6. Draft Submission Plan v2	Vice Chair	<p>The Draft Submission Plan v2 had been circulated in advance of this meeting for review by Steering Group members.</p> <p>The Draft Submission Plan v2 document was discussed in great detail and any agreed changes noted.</p> <p><b>17/05/18-02-Secretary to contact Ian Papworth, as the new Chair of Sheepy Parish Council, seeking his consent to add his name to the 'Forward' to the Sheepy Parish Neighbourhood Plan.</b></p> <p>Following previous discussions with Jessica Gurley, it was agreed to replace the left hand photograph of (Appendix 2: Important Views) 14. View from the footpaths at the rear of Temple Hall across the fields, Wellsborough with a photograph supplied by Market Bosworth Parish Council as part of a representation from the Pre-submission Consultation on the Draft Sheepy Parish Neighbourhood Plan. This replacement photograph is taken from the same location and therefore requires no change to the description.</p> <p><b>17/05/18-03-Secretary to forward the photograph, supplied by Market Bosworth Parish Council as part of a representation from the Pre-submission Consultation on the Draft Sheepy Parish Neighbourhood Plan, to Colin Wilkinson in order to replace the left hand photograph of (Appendix 2: Important Views) 14. View from the footpaths at the rear of Temple Hall across the fields, Wellsborough.</b></p> <p><b>17/05/18-04-Vice Chair to create a pdf version of Pre-submission Consultation on the Draft Sheepy Parish Neighbourhood Plan representations and forward to Deborah Roberts for evidence.</b></p> <p>It was agreed that the Steering Group should attempt to have a Resolution and Approval of the Sheepy Parish Neighbourhood Plan for Submission to HBBC ready for the next Parish Council Meeting on Tuesday 7<sup>th</sup> June 2018.</p> <p><b>17/05/18-05- Vice Chair to request Colin Wilkinson draft a Resolution for the Agenda for the Parish Council Meeting on Tuesday 5<sup>th</sup> June 2018 for the Approval of the Sheepy Parish Neighbourhood Plan for Submission to HBBC.</b></p> <p><b>17/05/18-06-Secretary to send a copy of a Resolution for the Agenda for the Parish Council Meeting on Tuesday 5<sup>th</sup> June 2018 for the Approval of the Sheepy Parish Neighbourhood Plan for Submission to HBBC to the Clerk to Parish Council.</b></p> <p><b>17/05/18-07-Secretary to send a copy of 'Resolution and Approval of the Sheepy Parish Neighbourhood Plan for Submission to HBBC', the link to the Neighbourhood Plan and any queries addressed to Steering Group members as soon as possible, to the Clerk to the Parish Council for circulation to Parish Councillors.</b></p>		

7. SEA/HRA Screening	Vice Chair	<p>Since the last meeting, the Secretary has contacted HBBC either by email or telephone to discuss SEA/HRA screening.</p> <p><b>17/05/18-08</b>-Vice Chair to contact RCC to request the final version of the Sheepy Parish Neighbourhood Plan 'Strategic Environmental Assessment Screening Statement' by Wednesday 23<sup>rd</sup> May 2018.</p> <p><b>17/05/18-09</b>- Steering Group Sub Group to meet on Thursday 24<sup>th</sup> May 2018 to review the final version of the Sheepy Parish Neighbourhood Plan 'Strategic Environmental Assessment Screening Statement'.</p> <p>The Vice Chair, Secretary, Deborah Roberts are available and have offered to attend this sub group meeting. Hopefully the Finance Officer will also attend.</p> <p>It was noted that Colin Wilkinson cannot finalise the 'Basic Condition Statement' until the SEA/HRA is complete. Furthermore, the Neighbourhood Plan cannot be submitted to HBBC until the SEA/HRA screening has been approved.</p>			
8. Project Plan	Vice Chair	The project plan still reflects the aim for a referendum in September 2018.			
9. HBBC Engagement	Secretary	See Agenda Item 7 – SEA/HRA Screening			
10. Communications	Communications Officer	<p>An article for the June edition of the Gazette has been prepared.</p> <p>Also see Agenda Item 4.</p>			
11. Evidence Database	Deborah Roberts	See Agenda Item 4.			
12. Raid Log	Andrea Johnson	<p>The following were discussed and agreed.</p> <p>The Finance to remain at red status until the Locality Grant has been granted.</p> <p>Title/ Summary – Is our Neighbourhood Plan in line with the Proposed updated and a draft National Planning Policy Framework document due July 2018 to be given an amber status.</p> <p>RO6 – Title/ Summary -The Steering Group members may not have the time necessary to devote to the delivery of the plan as they are unpaid volunteers to be changed to green status.</p>			
13. AOB	Chair	None			
15. Date & Location of Next Meeting	Secretary	<p>Next Meeting: Thursday 7<sup>th</sup> June 2018 at 7.30pm. The Cock Inn Sibson (Sub Group Meeting – Thursday 24<sup>th</sup> May 2018 at 7.30pm The Cock Inn Sibson.)</p>			
		Meeting Closed 9.30pm			

<b>Ref No.</b>	<b>Open Actions – 17<sup>th</sup> May 2018</b>	<b>Responsible</b>	<b>Deadline</b>
26/04/18-01	Finance Officer to contact Parish On Line asking them to confirm that they can give the Steering Group a copy of all data at the completion of the plan.	Rob Ward	17 May 2018
26/04/18-04	Finance Officer to forward the invoice from Colin Wilkinson, action 11/04/18-09, to the Clerk to the Parish Council.	Rob Ward	ASAP
22/03/18-11	Communications Officer to upload on to the website an up to date copy of the project plan	Kate Gardiner	Prior to April meeting
17/05/18-01	Deborah Roberts to check that all evidence is aligned with the current version of the Neighbourhood Plan.	Deborah Roberts	Prior to Parish Council meeting
26/04/18-17	Communications Officer and Deborah Roberts to update the evidence on the website.	Kate Gardiner & Deborah Roberts	17 May 2018
26/04/18-07	Vice Chair to check that in the printing of the final version of the Neighbourhood Plan, the page 'Sheepy Parish in 2036' is in landscape format.	John Ward	Remains Open
26/04/18-10	Deborah Roberts to circulate an updated version of the 'Evidence Data Base' to Steering Group members	Deborah Roberts	17 May 2018
17/05/18-02	Secretary to contact Ian Papworth, as the new Chair of Sheepy Parish Council, seeking his consent to add his name to the 'Forward' to the Sheepy Parish Neighbourhood Plan.	Clive Stretton	ASAP
17/05/18-03	Secretary to forward the photograph, supplied by Market Bosworth Parish Council as part of a representation from the Pre-submission Consultation on the Draft Sheepy Parish Neighbourhood Plan, to Colin Wilkinson in order to replace the left hand photograph of (Appendix 2: Important Views) 14. View from the footpaths at the rear of Temple Hall across the fields, Wellsborough.	Clive Stretton	ASAP
17/05/18-04	Vice Chair to create a pdf version of Pre-submission Consultation on the Draft Sheepy Parish Neighbourhood Plan representations and forward to Deborah Roberts for evidence.	John Ward	Prior to Parish Council meeting
17/05/18-05	Vice Chair to request Colin Wilkinson draft a Resolution for the Agenda for the Parish Council Meeting on Tuesday 5 <sup>th</sup> June 2018 for the Approval of the Sheepy Parish Neighbourhood Plan for Submission to HBBC.	John Ward	29 May 2018
17/05/18-06	Secretary to send a copy of a Resolution for the Agenda for the Parish Council Meeting on Tuesday 5 <sup>th</sup> June 2018 for the Approval of the Sheepy Parish Neighbourhood Plan for Submission to HBBC to the Clerk to Parish Council.	Clive Stretton	29 May 2018

<b>17/05/18-07</b>	Secretary to send a copy of 'Resolution and Approval of the Sheepy Parish Neighbourhood Plan for Submission to HBBC', the link to the Neighbourhood Plan and any queries addressed to Steering Group members as soon as possible, to the Clerk to the Parish Council for circulation to Parish Councillors.	Clive Stretton	29 May 2018
<b>17/05/18-08</b>	Vice Chair to contact RCC to request the final version of the Sheepy Parish Neighbourhood Plan 'Strategic Environmental Assessment Screening Statement' by Wednesday 23 <sup>rd</sup> May 2018.	John Ward	23 May 2018
<b>17/05/18-09</b>	Steering Group Sub Group to meet on Thursday 24 <sup>th</sup> May 2018 to review the final version of the Sheepy Parish Neighbourhood Plan 'Strategic Environmental Assessment Screening Statement'.	Sub Group	24 May 2018
<b>Ref No.</b>	<b>Closed Actions</b>	<b>Responsible</b>	<b>Date</b>
<b>26/04/18-02</b>	Finance Officer to produce an expression of interest for a Locality Grant.	Rob Ward	17 May 2018
<b>26/04/18-03</b>	Finance Officer to continue to proceed with the Locality Grant application.	Rob Ward	17 May 2018
<b>11/04/18-13</b>	Andrea Johnson to update the Raid Log indicating finances as an issue.	Andrea Johnson	26 April 2018
<b>26/04/18-05</b>	Communications Officer to forward to Colin Wilkinson the agreed changes to the Draft Submission Plan v1a document made at the Steering Group meeting –Thursday 26 <sup>th</sup> April 2018.	Kate Gardiner	ASAP
<b>26/04/18-06</b>	Following action 26/04/18-05, Vice Chair to request Colin Wilkinson make the agreed changes to the Draft Submission Plan v1a document.	John Ward	ASAP
<b>26/04/18-08</b>	Chair to check, using OS mapping, the correct spelling of 'New House Grange'.	Mick Toogood	17 May 2018
<b>26/04/18-09</b>	Vice Chair to request Colin Wilkinson investigate the possibility of introducing a statement 'Street scene' into the 'Design' section of the Neighbourhood Plan.	John Ward	ASAP
<b>26/04/18-11</b>	Secretary to forward the Local Green Space Designation Form for 'Land to the Front of 15-19 Meadow Close – Sheepy Magna' to Colin Wilkinson.	Clive Stretton	ASAP
<b>26/04/18-12</b>	Secretary to produce current figures for dwellings either built (net of demolitions) or have planning permission since 2006.	Clive Stretton	21May 2018

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<b>26/04/18-13</b>	Jessica Gurley to take new photographs showing the view from Wellsborough and forward to the Vice Chair.	Jessica Gurley	ASAP
<b>26/04/18-14</b>	Chair to check the Glossary in current version of the Draft Submission Plan v1a for inaccuracies.	Mick Toogood	17 May 2018
<b>26/04/18-15</b>	Secretary to discuss with Colin Wilkinson any further information that is required by Planit-x regarding Information Evenings, Drop in Events etc.	Clive Stretton	ASAP
<b>26/04/18-16</b>	Vice Chair to produce an updated Project Plan and forward to the Communications Officer to update the timeline on the website.	John Ward	ASAP
<b>26/04/18-18</b>	Communications Officer to submit an article for the June 2018 edition of the Gazette.	Kate Gardiner	12 May 2018