

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 11 August 2016 – 7.30pm		Venue: Cock Inn - Sibson	
Attendance: Keith Dixon, Kate Gardiner(Communications Officer), Anne Parkinson, Deborah Roberts, Clive Stretton (Secretary) ,Mick Toogood (Chair), John Ward(Vice Chair) and Rob Ward.		Apologies: Jessica Gurley, Andrea Johnson and Tom Johnson.	
Minutes taken by: Clive Stretton			
Declaration of Interest: None			
Item	Raised by	Discussion & Decision	
Attendance & Apologies	Chair	8 present . 3 apologies. Following the resignation of Brian Sreaton (Finance Officer) from the Steering Group, the Chair asked for any volunteers to take on the role as Finance Officer. Rob Ward agreed to take on the role on a temporary basis.	
Minutes of Previous Meeting	Vice Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 21 st July 2016 were agreed and signed by the Chair as a true record. Deborah Roberts requested copies of the quotes for Printing/Scanning of the Questionnaire in order to add to the data base. 11/08/16-01-Vice Chair to send copies of the quotes for Printing/Scanning of the Questionnaire to Deborah Roberts.	
Matters Arising.	Chair	26/05/16-07- A sub group will need to meet to confirm the terminology to be used on the website. Completed & Closed. 09/06/16-03-Communications Group to meet and confirm the terminology to be used on the website. Completed & Closed. 30/06/16-01-Secretary to send Deborah Roberts pilot questionnaire feedback for evidence database. Open. 30/06/16-11-Deborah Roberts to add pilot questionnaire feedback to the evidence database. Open. Action dependent upon action 30/06/16-01. 21/07/16-01-Secretary to circulate the terms & conditions for the Locality Grant to all Steering Group Members.	

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	<p>Open.</p> <p>21/07/16-02- Andrea Johnson to liaise with the Clerk to the Parish Council to produce a Parish Council Data Protection Policy. Open Work on going.</p> <p>21/07/16-03-Andrea Johnson to revisit the agreement with the RCC re: Data Protection. Open.Work on going</p> <p>21/07/16-04-Andrea Johnson to devise a Data Protection agreement for use with Colin Wilkinson (PlanitX) Open. Andrea is currently working on a Data Protection Policy for the Neighbourhood Plan Steering Group.</p> <p>11/08/16-02- Chair to contact Andrea Johnson to ask about the progress made on a Data Protection Policy for the Neighbourhood Plan Steering Group.</p> <p>21/07/16-05-Vice Chair to book Colin Wilkinson to run a workshop on Neighbourhood Plan Policy Writing for Thursday 15th September 2016. Completed & Closed.</p> <p>21/07/16-06-Deborah Roberts to look at the evidence database to 'track' the RCC contribution to our Neighbourhood Plan. Completed & Closed.</p> <p>21/07/16-07- Vice Chair to finalise date for printing of the Questionnaire. Completed & Closed.</p> <p>21/07/16-08-Vice Chair to liaise with Communications Officer to ensure the Website is operational when the Questionnaire is launched. Completed & Closed.</p> <p>21/07/16-09- Anne Parkinson & Clive Stretton to discuss the distribution of Questionnaires to the Farms in the Parish. Open</p> <p>21/07/16-10-Secretary to approach some residents of Sibson to assist Tom Johnson with the distribution of the Questionnaire in Sibson. Completed & Closed.</p> <p>21/07/16-11-Vice Chair to email the final versions of the questionnaires to the steering group. Completed & Closed.</p> <p>21/07/16-12-Vice Chair to obtain final quotes for Questionnaire printing and consult with the Chair and Communications Officer to make a decision on printing. Completed & Closed. The decision of the sub-committee was to employ the services of Genus Graphic Press for the printing and scanning of the Questionnaire.</p> <p>21/07/16-13-Vice Chair to email the Questionnaire 'crib sheet' to members of the steering group. Completed & Closed.</p> <p>21/07/16-14-Secretary to add Questionnaire Data Input to the agenda for meeting 11th August 2016. Completed & Closed.</p> <p>21/07/16-15-Finance Officer to update Budget forecast. Completed & Closed.</p> <p>21/07/16-16-Secretary to check with the Clerk to the Parish Council about the printing & scanning cost of £2,200 and the invoice procedure. Completed & Closed.</p> <p>11/08/16-03-Vice Chair to send Printing & Scanning Invoice to the Clerk to the Parish Council.</p> <p>21/07/16-17-Chair to circulate the meeting date for the proposed Witherley Neighbourhood Plan group, asking if any Sheepy NP Steering Group members wish to attend to offer advice. Completed & Closed. Meeting with</p>			
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		Witherley Neighbourhood Plan Group – 30th September 2016.		
Project Plan	Vice Chair	Web site creation now moved to green (on track), as it is about to be launched. There are no components to the NDP plan which are “out of control”.	.	
Questionnaire Distribution/Collection	Secretary	11/08/16-04-Secretary to distribute an approximate number of Questionnaires & Young Persons Questionnaires, together with the appropriate distribution/collection spread sheet to each distributor. 11/08/16-05-Secretary to produce a ‘prepared note’ for distributors to deliver following successive unsuccessful attempts to deliver a questionnaire to a residence. 11/08/16-06-Chair to supply Secretary with sufficient Teabags & Biscuits for distribution with the Questionnaires. It was agreed that members of the steering group, as Parishioners, each have the right to complete a questionnaire.		
Questionnaire Data Input	Vice Chair	RCC have set up two SNAP data bases. One for the adult questionnaire and one for the Young Persons. John Ward has had the opportunity to do an initial test of the data base. 11/08/16-07-Vice Chair to send members of the steering group the link to the RCC snap database in order to input some test data. 11/08/16-08- Steering group members to assign a unique number to each questionnaire before data entry.		
Budget	Chair	The Vice Chair has produced a ‘Financial Framework’. 11/08/16-09- Vice Chair to input Brian Screatons figures into this Financial Framework Spread Sheet and send it to Rob Ward (New Finance Officer). The Parish Council has approved the printing & Scanning of the questionnaire. This means that we are approaching the £3,000 budget allocation from the Parish Council. However, in light of the progress made on the Neighbourhood Plan, the Parish Council have said the Steering Group can apply for additional funding which will need to be formally approved by the Parish Council. It was noted that a financial aspect of the Neighbourhood Plan Terms Of Reference was not in line with the Parish Councils finances. 11/08/16-10-Finance Officer to look at revising the Neighbourhood Plan Terms Of Reference to be financially in line with that of the Parish Council. 11/08/16-11-Secretary to add the revisal of the Terms of Reference to the agenda of the next steering group meeting. 11/08/16-12-Secretary to circulate the latest Terms of Reference for the next steering group meeting.		
Communications Report	Chair	Website: There is the opportunity for the steering group to have a secure page on the website. It was agreed that the “Leave a Reply” should be removed from the web site and comments made by parishioners will be emailed to the Secretary who will send out to members of the steering group. Gazette: Communications officer to include a “Thank you to the Parishioners for completing the Questionnaire”.		

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Evidence Data Base	Deborah Roberts	Deborah Roberts continuing to add to the Evidence Data Base. 11/08/16-13-Chair to send the latest 'Steering Group report to the Parish Council' to Deborah Roberts.		
Raid Log	Andrea Johnson	Raid Log sent out by Andrea Johnson in advance of the meeting. Following the appointment of a new finance officer, the owner for R03 finance will need to be changed to Rob Ward.		
AOB	Chair	The Chair drew the steering groups attention to the section on 'Strategic Housing' in the HBBC Hinckley Bulletin.		
Meeting Dates	Secretary	Next Meeting: Thursday 8th September 2016 -7.30pm –Cock Inn, Sibson Future Meetings: Thursday 15 th September 2016- Colin Wilkinson Thursday 13 th October 2016 Thursday 10 th November 2016 Thursday 8 th December 2016		

Ref No.	Open Actions	Responsible	Deadline
30/06/16-01	Secretary to send Deborah Roberts pilot questionnaire feedback for evidence database.	Clive Stretton	21 July 2016
30/06/16-11	Deborah Roberts to add pilot questionnaire feedback to the evidence database.	Deborah Roberts	21 July 2016
21/07/16-01	Secretary to circulate the terms & conditions for the Locality Grant to all Steering Group Members.	Clive Stretton	11 August 2016
21/07/16-02	Andrea Johnson to liaise with the Clerk to the Parish Council to produce a Parish Council Data Protection Policy.	Andrea Johnson	11 August 2016
21/07/16-03	Andrea Johnson to revisit the agreement with the RCC re: Data Protection.	Andrea Johnson	11 August 16
21/07/16-04	Andrea Johnson to devise a Data Protection agreement for use with Colin Wilkinson (PlanitX)	Andrea Johnson	11 August 2016
21/07/16-09	Anne Parkinson & Clive Stretton to discuss the distribution of Questionnaires to the Farms in the Parish.	Anne Parkinson & Clive Stretton	11 August 2016
11/08/16-01	Vice Chair to send copies of the quotes for Printing/Scanning of the Questionnaire to Deborah Roberts.	John Ward	8 September 2016
11/08/16-02	Chair to contact Andrea Johnson to ask about the progress made on a Data Protection Policy for the Neighbourhood Plan Steering Group.	Mick Toogood	8 September 2016

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11/08/16-03	Vice Chair to send Printing & Scanning Invoice to the Clerk to the Parish Council.	John Ward	5 th September 2016
11/08/16-04	Secretary to distribute an approximate number of Questionnaires & Young Persons Questionnaires, together with the appropriate distribution/collection spread sheet to each distributor.	Clive Stretton	ASAP
11/08/16-05	Secretary to produce a 'prepared note' for distributors to deliver following successive unsuccessful attempts to deliver a questionnaire to a residence.	Clive Stretton	ASAP
11/08/16-06	Chair to supply Secretary with sufficient Teabags & Biscuits for distribution with the Questionnaires	Mick Toogood	ASAP
11/08/16-07	Vice Chair to send members of the steering group the link to the RCC snap database in order to input some test data.	John Ward	September 2016
11/08/16-08	Steering group members to assign a unique number to each questionnaire before data entry.	Steering Group	September/October 2016
11/08/16-09	Vice Chair to input Brian Screatons figures into this Financial Framework Spread Sheet and send it to Rob Ward (New Finance Officer).	John Ward	8 September 2016
11/08/16-10	Finance Officer to look at revising the Neighbourhood Plan Terms Of Reference to be financially in line with that of the Parish Council.	Rob Ward	8 September 2016
11/08/16-11	Secretary to add the revisal of the Terms of Reference to the agenda of the next steering group meeting.	Clive Stretton	8 September 2016
11/08/16-12	Secretary to circulate the latest Terms of Reference for the next steering group meeting.	Clive Stretton	8 September 2016
11/08/16-13	Chair to send the latest 'Steering Group report to the Parish Council' to Deborah Roberts.	Mick Toogood	8 September 2016

Ref No.	Closed Actions	Responsible	Date
26/05/16-07	A sub group will need to meet to confirm the terminology to be used on the website.	Kate Gardiner	9 th June 2016
09/06/16-03	Communications Group to meet and confirm the terminology to be used on the website.	Kate Gardiner	30 th June 2016
21/07/16-05	Vice Chair to book Colin Wilkinson to run a workshop on Neighbourhood Plan Policy Writing for Thursday 15 th September 2016.	John Ward	11 August 2016

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21/07/16-06	Deborah Roberts to look at the evidence database to 'track' the RCC contribution to our Neighbourhood Plan.	Deborah Roberts	11 August 2016
21/07/16-07	Vice Chair to finalise date for printing of the Questionnaire.	John Ward	ASAP
21/07/16-08	Vice Chair to liaise with Communications Officer to ensure the Website is operational when the Questionnaire is launched.	John Ward	ASAP
21/07/16-10	Secretary to approach some residents of Sibson to assist Tom Johnson with the distribution of the Questionnaire in Sibson.	Clive Stretton	ASAP
21/07/16-11	Vice Chair to email the final versions of the questionnaires to the steering group.	John Ward	ASAP
21/07/16-12	Vice Chair to obtain final quotes for Questionnaire printing and consult with the Chair and Communications Officer to make a decision on printing.	John Ward	ASAP
21/07/16-13	Vice Chair to email the Questionnaire 'crib sheet' to members of the steering group.	John Ward	ASAP
21/07/16-14	Secretary to add Questionnaire Data Input to the agenda for meeting 11 th August 2016	Clive Stretton	11 August 16
21/07/16-15	Finance Officer to update Budget forecast.	Brian Screaton	11 August 16
21/07/16-16	Secretary to check with the Clerk to the Parish Council about the printing & scanning cost of £2,200 and the invoice procedure.	Clive Stretton	ASAP
21/07/16-17	Chair to circulate the meeting date for the proposed Witherley Neighbourhood Plan group, asking if any Sheepy NP Steering Group members wish to attend to offer advice.	Mick Toogood	11 August 2016

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