

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: Tuesday 13 December 2016 – 7.30pm		Venue: Black Horse – Sheepy Magna	
Attendance: Jessica Gurley, Kate Gardiner(Communications Officer), Andrea Johnson, Deborah Roberts, Clive Stretton (Secretary) , Mick Toogood (Chair), John Ward(Vice Chair) and Rob Ward (Finance Officer).		Apologies: Anne Parkinson, Tom Johnson and Chris Bailey.	
Minutes taken by: Clive Stretton			
Declaration of Interest: None			
Item	Raised by	Discussion & Decision	
Attendance & Apologies	Chair	8 present & 3 apologies.	
Matters Arising	Chair	Matters Arising from Steering Group meeting 17 th November 2016 deferred until next meeting. It was decided at that meeting that there would be only one main item for this meeting – ‘ <i>To finalise the 4 page NP Interim Summary for distribution to the Parish in January 2017</i> ’. (See minutes 17 November 2016)	
To finalise the 4 page NP Interim Summary for distribution to the Parish in January 2017.	Chair	Genus have processed all 655 adult & 92 young person’s questionnaires. Identified errors to date have been rectified and updated data has been supplied to the RCC. It was noted that the data input for the questionnaires had taken longer than planned. This data has yet to be verified. See Open Action - 17/11/16-07- Vice Chair & Secretary to carry out the quality audit for the Questionnaire data input. The Vice Chair, Secretary & Colin Wilkinson (Planit-X) had met on 9 th December 2016 at the RCC for a preliminary analysis of the questionnaire data, identifying responses of over 70% as significant. This analysis had been sent to the Communications Officer in order to produce a draft Interim Summary for distribution to the Parish in January 2017. This draft had been circulated to the Steering Group in advance of this meeting. The steering group then discussed this draft document in detail accepting a 70% response as a level for inclusion in the Interim summary. The Communications Officer made notes of suggested amendments and additions to the draft interim summary. The Vice Chair also made notes of suggested amendments and additions to the	

		<p>Questionnaire analysis.</p> <p>13/12/16-01- Vice Chair to obtain most current Questionnaire Data from RCC, incorporate the Young Person's Questionnaire feedback, make the necessary changes to the analysis, normalise it and forward the updated analysis and metrics to the Communications Officer.</p> <p>13/12/16-02- Secretary to check to see if there is any change to the 'Total dwellings (39) either completed or committed' with reference to Sheepy Parish requirement to deliver a minimum of 20 dwellings as defined by HBBC Core Strategy 2009-2026, as stated in the Questionnaire at the time of Print. Secretary to inform the Communications Officer of any change, so as to be included in the Interim Summary.</p> <p>13/12/16-03- Communications Officer to incorporate the updated analysis and metrics, (see action 13/12/16-02) and make amendments and additions to the draft, as suggested by the Steering Group and then to circulate this new draft to the Steering Group for comments/ approval.</p> <p>It was agreed to print approximately 600 Interim Summary flyers. One per household to be delivered by the person who delivered the questionnaire.</p> <p>13/12/16-04-Secretary to co-ordinate distribution of Interim Summary Flyers.</p>		
Budget	Finance Officer	<p>'Budget Overview 13 December 2016' & 'Expenditure Statement 13 December 2016' have been circulated by the Finance Officer in advance of this meeting.</p> <p>Knowing that the Vice Chair had carried out action 17/11/16-11 (Vice Chair to contact Planit-X requesting invoices at the end of November, January and March for services provided), the Finance Officer asked if the Vice Chair could follow this up, as no invoices had yet been received by the Finance Officer from Planit-x.</p> <p>Following discussions with the Parish Council Re: Storage of the completed questionnaires, the Finance Officer suggested that we get them scanned as soon as possible.</p> <p>13/12/16-05- Vice Chair to obtain fresh quotes for scanning the completed questionnaires and circulate to the steering group for comment/approval ready to be submitted to the Parish Council for Approval.</p>		
AOB	Chair	<p>Due to work commitments both by the Chair and previous Chair, it was suggested that another member of the Steering Group be the 'link person' with HBBC and once again re-establish close links. Having spent today at HBBC Annual Rural Conference, speaking with HBBC Officers, the Secretary volunteered to take on the role.</p> <p>John Ward had recently attended the LCC Neighbourhood Forum at County Hall, where 'Village Statements' had been mentioned and asked if Sheepy Parish had one. Rob Ward, in his capacity as Vice Chair to the Parish Council said the Sheepy did not have a Village Statement and information gained at the HBBC Annual Rural Conference felt they were now outdated.</p> <p>The Secretary asked what he should do with the spare unused questionnaires. It was agreed a few should be kept and the remainder sent for re-cycling.</p> <p>13/12/16-06-Secretary to take the spare unused questionnaire to be re-cycled.</p>	.	
Meeting Dates	Secretary	Next Meeting:		

Tuesday 13 December 2016. Minutes of Sheepy Parish Neighbourhood Plan Steering Group.

	<p>Thursday 19th January 2017-7.30pm – Cock Inn Sibson</p> <p>Future Meetings:</p> <p>Thursday 23rd February 2017-7.30pm –Black Horse Sheepy Magna - Suggestion of having a pie with the meeting as November 2016.</p> <p>Thursday 23rd March 2017-7.30pm – Cock Inn Sibson</p>			
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Ref No.	Open Actions 13 December 2016	Responsible	Deadline
13/12/16-01-	Vice Chair to obtain most current Questionnaire Data from RCC, incorporate the Young Person's Questionnaire feedback, make the necessary changes to the analysis, normalise it and forward the updated analysis and metrics to the Communications Officer.	John Ward	ASAP
13/12/16-02-	Secretary to check to see if there is any change to the 'Total dwellings (39) either completed or committed' with reference to Sheepy Parish requirement to deliver a minimum of 20 dwellings as defined by HBBC Core Strategy 2009-2026, as stated in the Questionnaire at the time of Print. Secretary to inform the Communications Officer of any change, so as to be included in the Interim Summary.	Clive Stretton	ASAP
13/12/16-03-	Communications Officer to incorporate the updated analysis and metrics, (see action 13/12/16-02) and make amendments and additions to the draft, as suggested by the Steering Group and then to circulate this new draft to the Steering Group for comments/ approval.	Kate Gardiner	Early January 2017
13/12/16-04-	Secretary to co-ordinate distribution of Interim Summary Flyers.	Clive Stretton	Early January 2017
13/12/16-05-	Vice Chair to obtain fresh quotes for scanning the completed questionnaires and circulate to the steering group for comment/approval ready to be submitted to the Parish Council for Approval.	John Ward	19 January 2017
13/12/16-06-	Secretary to take the spare unused questionnaire to be re-cycled.	Clive Stretton	19 January 2017

Ref No.	Closed Actions 13 December 2016	Responsible	Date
	N/A		

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