

# 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 13 October 2016 – 7.30pm		<b>Venue:</b> Cock Inn - Sibson	
<b>Attendance:</b> Jessica Gurley, Kate Gardiner (Communications Officer), Deborah Roberts, Clive Stretton (Secretary), Mick Toogood (Chair) and John Ward (Vice Chair).		<b>Apologies:</b> Keith Dixon, Andrea Johnson, Tom Johnson, Anne Parkinson and Rob Ward (Finance Officer)..	
<b>Minutes taken by:</b> Clive Stretton			
<b>Declaration of Interest:</b> None			
Item	Raised by	Discussion & Decision	
Attendance & Apologies	Chair	6 present . 5 apologies. Prior to the meeting, Keith Dixon had given his apologies and at the same time, due to other commitments, tendered his resignation from the Steering Group, with immediate effect. He has however, offered to help the steering group on an informal basis if required. The Chair noted the contribution he had made to the steering group both as a member and as Finance Officer.	
Minutes of Previous Meeting	Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 8 <sup>th</sup> September 2016 were agreed and signed by the Chair as a true record.	
Matters Arising. (Open Actions for previous minutes))	Chair	30/06/16-01-Secretary to send Deborah Roberts pilot questionnaire feedback for evidence database. <a href="#">Open.</a> 30/06/16-11-Deborah Roberts to add pilot questionnaire feedback to the evidence database. <a href="#">Open.</a> <a href="#">Action dependent upon action 30/06/16-01.</a> 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. Completed & Closed. 08/09/16-01-Chair to CC future monthly 'Reports to the Parish Council' to HBBC. <a href="#">On-going</a> & Closed. 08/09/16-02-Vice Chair to contact Colin Wilkinson with a suggested date of 20 <sup>th</sup> October 2016 to run the Policy Writing Workshop. Completed & Closed. <a href="#">Now booked for Thursday 3<sup>rd</sup> November 2016 -7.30pm Cock Inn. Jessica Gurley may be unable to attend due to work commitments.</a>	

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	<p>13/10/16-01- Members of the Steering Group to inform the Vice Chair if they are unable to attend the sub group meeting with Colin Wilkinson on Thursday 3<sup>rd</sup> November 2016.</p> <p>08/09/16-03- Vice Chair to update Project Plan. On- going &amp; Closed.</p> <p>08/09/16-04- Chair to inform the Parish Council of the updated project plan. On- going &amp; Closed.</p> <p>08/09/16-05- Vice Chair to send update project plan to RCC. Open. Vice Chair will send an updated project plan to RCC once the 'Questionnaire Input Process' has been decided and allocated.</p> <p>08/09/16-06- Vice Chair to investigate the need for a 'Post Questionnaire Public Forum' in October 2016. Open. No date/ venue yet set for a Post Questionnaire Public Forum. The steering group needs to look at the analysis of the questionnaire before making arrangements for a Public Forum.</p> <p>08/09/16-07- Vice Chair to send updated Project plan to Communications Officer On-going &amp; Closed.</p> <p>08/09/16-08- Communications Officer to update the project plan on the website. On-going &amp; Closed. Communications Officer will update the website monthly with the current project plan.</p> <p>08/09/16-09- Steering group members to feedback to the secretary, on Sunday 18<sup>th</sup> September, a summary of the progress made on Questionnaire distribution and collection. This information to take the format of: Number of properties visited, Number of Questionnaires (Adult Version) distributed and collected, and Number of Young Persons Questionnaire distributed and collected. Completed &amp; Closed.</p> <p>08/09/16-10- Secretary to offer steering group members assistance to any member who requests help to distribute/collect questionnaires. Completed &amp; Closed.</p> <p>08/09/16-11- Secretary to email spare questionnaire distribution spread sheets to members of the steering group. Completed &amp; Closed.</p> <p>08/09/16-12- Andrea Johnson to confirm with RCC that proposed Questionnaire data entry will have no issues regarding data protection. Completed &amp; Closed. Any issues regarding potential data protection have been addressed and resolved.</p> <p>13/10/16-02- Vice Chair to send email evidence to Deborah Roberts showing 08/09/16-12 has been addressed and resolved.</p> <p>08/09/16-13- Vice Chair to check with RCC to see if, when inputting a questionnaire, any blank sections can be left blank or does a 'NO Response Button' need to be added to the database format. Completed &amp; Closed.</p> <p>08/09/16-14- Steering Group members to test the RCC Questionnaire data bases and feed back to the Vice Chair. Completed &amp; Closed.</p> <p>08/09/16-15- Finance Officer to approach the Parish council for possible funding for Questionnaire data entry and to investigate quotes for this work. Completed &amp; Closed.</p> <p>08/09/16-16- Vice Chair to investigate assigning unique numbers to the questionnaires for data entry. Completed &amp; Closed.</p> <p>08/09/16-17- Finance Officer to check the spending deadlines schedule of the Locality grant. Completed &amp; Closed.</p>	
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		<p>08/09/16-18- Secretary to re-circulate a copy of the 'Parish Council Expenses Claim Form' to steering group members. Completed &amp; Closed.</p> <p>08/09/16-19-Any steering group member claiming expenses must submit their form to the Clerk to the Parish Council and CC to the Steering Group Finance Officer. Completed &amp; Closed.</p> <p>08/09/16-20- Communications Officer to supply password, allowing access to the secure page on the website, to steering group members. Completed &amp; Closed.</p> <p>08/09/16-21- Secretary to locate the list/s of Parishioners who offered to assist with the Neighbourhood plan at the various Neighbourhood Plan public meetings held in the Parish. This list to be produced ready for the next steering group meeting. Open.</p> <p>08/09/16-22-Communications Officer to add current Steering Group Minutes to the website. On-going &amp; Closed.</p> <p>08/09/16-23- Secretary to continue to circulate the current minutes to the Clerk to the Parish Council. On-going &amp; Closed.</p> <p>08/09/16-24- Chair to forward to members of the steering group, the current summary of the Evidence Data Base, as supplied to him by Deborah Roberts, prior to this meeting. Completed &amp; Closed.</p> <p>08/09/16-25-Andrea Johnson to re-visit the time frames on the Raid Log to bring into line with the Project Plan. Completed &amp; Closed.</p> <p>08/09/16-26-Andrea Johnson to change the name of the finance officer to Rob Ward on the Raid Log. Completed &amp; Closed.</p> <p>08/09/16-27-Finance Officer to amend the finance paragraph, in our 'Terms Of Reference', in order that it be consistent with that of the Parish Council. This amended paragraph to be sent to the secretary. Completed &amp; Closed.</p> <p>08/09/16-28-Secretary to circulate the amended 'Terms Of Reference' paragraph (action 08/09/16-22) to members of the steering group for approval at the next steering group meeting. Completed &amp; Closed.</p> <p>08/09/16-29- Communications Officer to select the photographs from our website to use on the banner. Open</p>		
Project Plan	Vice Chair	<p>The 6 monthly TOR review flagged as 'Off Track'. However, this is Item 13 on the agenda.</p> <p>There is a need to re-plan the time frame for the Questionnaire scanning as this is dependent upon the Questionnaire Data Entry &amp; Analysis.</p>	.	
Questionnaire Distribution/Collection	Secretary	<p>It is believed that all residences have now been visited, on at least one occasion to deliver a questionnaire/s. To date, approximately between 500 and 600 have been returned.</p> <p>A number of Parishioners have been visited on several occasions by members of the steering group requesting the completed questionnaires. Consequently, it has been decided that the steering group ceases collection at the end of October 2016.</p> <p>13/10/16-03-Secretary to produce 'flyer' for steering group members to use, indicating final Questionnaire Collections will be at the end of October 2016 and also giving an address should Parishioners wish to deliver the</p>		

		completed Questionnaire back to the Steering Group themselves.		
Questionnaire Data Input	Vice Chair	<p>Improvements have been made to the data bases.</p> <p>Mick Toogood has approached the Parish Council for financial support for the task of inputting questionnaire data. RCC have quoted £2,800 for this task. The Parish Council have requested 2 more quotes for this work and will allow a maximum of £2,800 towards the payment of the task.</p> <p>13/10/16-04-Chair to supply the Parish Council with 2 further quotes for the data input of the questionnaire.</p> <p>The Vice Chair has already approached two companies requesting quotes for data input of the questionnaire. Discussion followed regarding the importance of quality assurance for the data input.</p> <p>13/10/16-05- Vice Chair to produce a matrix setting out the criteria for selecting the company who will input the data for the questionnaire.</p> <p>13/10/16-06-Vice Chair to update the project plan for Questionnaire data input to be done in November 2016.</p> <p>13/10/16-07-Communications Officer to investigate as to what is a typical sample size for a quality audit of the questionnaire data input.</p>		
Questionnaire Follow up with RCC & Colin Wilkinson	Chair	<p>See agenda items above.</p> <p>It was noted that RCC had included a 'Community Survey- A Good Neighbourhood Scheme In Your Area' in the Sheepy Benefice Gazette – October 2016. It was felt that this is rather insensitive, asking Parishioners to complete another questionnaire at the same time as the Neighbourhood Plan Questionnaire. Furthermore, the title of the RCC questionnaire, including the word 'Neighbourhood' may give rise to confusion between the two questionnaires. It was further noted that RCC are working in conjunction with the Steering Group on the Neighbourhood Plan Questionnaire and therefore should be aware of the conflict of conducting the two questionnaires simultaneously.</p> <p>13/10/16-08- Chair to approach the Chair of the Parish Council expressing concern that RCC have carried out a questionnaire simultaneously with our Neighbourhood Plan Questionnaire.</p>		
Budget	Chair	<p>Locality funding needs to be spent by the end of November 2016.</p> <p>13/10/16-09-Finance Officer to advise the Parish Council &amp; Steering Group on the current state of the Locality Grant and the process, if necessary, of returning it and re-applying.</p> <p>The finance officer has presented the budget in advance of the meeting for discussion.</p> <p>13/10/16-10- Finance Officer, where possible, to complete the 'Actual Cost' column.</p> <p>The steering group will need to look at the budget for next year as the Clerk to the Parish Council will be requesting this information during the coming months.</p> <p>13/10/16-11- A sub group consisting of the Chair, Vice Chair, Finance Officer and Secretary, to meet and produce a draft budget to bring to the next Steering Group meeting.</p>		
Communications Report	Communic	The Communications Officer presented the Communications report –October 2016. The Neighbourhood Plan website live and updated. Twitter & Facebook updated with events and activities. Article published in the October		

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	ations Officer	<p>edition of Sheepy Group Gazette.</p> <p>13/10/16-12- Communications Officer to scan the ‘Thank you’ card from Witherley Parish Council, thanking the steering group for their presentation on 30<sup>th</sup> September 2016.</p> <p>13/10/16-13-Chair to send the presentation used for the Witherley Parish Council meeting to the Communications Officer.</p> <p>13/10/16-14-Communications Officer to put a link on the Neighbourhood Plan Website to Sheepy Parish Council Website.</p> <p>The secure page on the Neighbourhood Plan website can now be used for securing information accessed only by members of the steering group.</p> <p>13/10/16-15-Communications Officer to produce a ‘Half Page’ article for the Sheepy Gazette – December 2016 issue-“Year of the Steering Group”- Listing what the Steering Group have achieved in 2016. Also broad headlines of the timetable for 2017.</p> <p>13/10/16-16-Communications Officer to update village noticeboards, thanking Parishioners participation in completing the Questionnaire.</p>			
Evidence Data Base	Deborah Roberts	This has been recently updated.			
Raid Log	Andrea Johnson	<p>R02 (Steering Group does not have the appropriate skills) -Remains amber status.</p> <p>R03 (Steering Group cannot obtain sufficient funding) –Remains amber status- Funding may be insufficient.</p> <p>R06 (Steering Group members may not have enough time to devote to the delivery of the plan) – Remains amber status.</p> <p>R05 (Steering Group cannot attract sufficient Members) - To change to amber status following the resignation of Keith Dixon.</p> <p>13/10/16-17- Andrea Johnson to change R05 on the Raid Log to amber status.</p> <p>13/10/16-18-Chair to ask the Parish Council to identify any volunteers to join the steering group ideally increasing the group to 12 members.</p> <p>It was noted that we should try to increase representation from Sibson on the steering group.</p> <p>13/10/16-19-Communications Officer to put a notice on Sibson Village noticeboard asking for volunteers to join the Steering Group.</p> <p>13/10/16-20- Vice Chair to ask Colin Wilkinson to update any changes in Government Policy towards Neighbourhood Plans.</p>			
Revisal of Terms Of Reference	Chair	<p>The proposed revisal to the ‘Terms Of Reference’ (Dated 18<sup>th</sup> September 2016), circulated in advance of the meeting, were accepted.</p> <p>13/10/16-21- Finance Officer to present the revised ‘Terms Of Reference’ (dated 18<sup>th</sup> September 2016) to the Parish Council.</p>			

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AOB	Chair	Our presentation at Witherley Parish Council Neighbourhood Plan Meeting – 30 <sup>th</sup> September 2016 had been very successful. The Chair had received a card of thanks. Completed Questionnaires to be stored by the steering group distributors at present, until such time the Secretary will co-ordinate collection ready for Data Input.		
Meeting Dates	Secretary	Next Meeting: Thursday 10 <sup>th</sup> November 2016-7.30pm –Cock Inn, Sibson Also 3 <sup>rd</sup> November 2016-7.30pm – Cock Inn, Sibson - Sub Committee Meeting with Colin Wilkinson. <b>Addendum:</b> Due to the possibility of a significant number of apologies for Thursday 10 <sup>th</sup> November, the next Steering Group meeting <b>may have to be re-arranged for Thursday 17<sup>th</sup> November 2016.</b> Future Meetings: Thursday 8 <sup>th</sup> 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
08/09/16-05	Vice Chair to send update project plan to RCC .	John Ward	ASAP
08/09/16-06	Vice Chair to investigate the need for a 'Post Questionnaire Public Forum' in October 16.	John Ward	13 October 16
08/09/16-21	Secretary to locate the list/s of Parishioners who offered to assist with the Neighbourhood plan at the various Neighbourhood Plan public meetings held in the Parish. This list to be produced ready for the next steering group meeting.	Clive Stretton	13 October 2016
08/09/16-29	Communications Officer to select the photographs from our website to use on the banner.	Kate Gardiner	13 October 2016
13/10/16-01	Members of the Steering Group to inform the Vice Chair is they are unable to attend the sub group meeting with Colin Wilkinson on Thursday 3 <sup>rd</sup> November 2016.	Steering Group	ASAP
13/10/16-02	Vice Chair to send email evidence to Deborah Roberts showing 08/09/16-12 has been addressed and resolved.	John Ward	10 November 2016
13/10/16-03	Secretary to produce 'flyer' for steering group members to use, indicating final Questionnaire Collections will be at the end of October 2016 and also giving an address should Parishioners wish to deliver the completed Questionnaire back to the Steering Group themselves.	Clive Stretton	ASAP
13/10/16/-04	Chair to supply the Parish Council with 2 further quotes for the data input of the	Mick Toogood	November

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	questionnaire.		2016
13/10/16-05	Vice Chair to produce a matrix setting out the criteria for selecting the company who will input the data for the questionnaire.	John Ward	ASAP
13/10/16-06	Vice Chair to update the project plan for Questionnaire data input to be done in November 2016.	John Ward	10 November 2016
13/10/16-07	Communications Officer to investigate as to what is a typical sample size for a quality audit of the questionnaire data input.	Kate Gardiner	10 November 2016
13/10/16-08	Chair to approach the Chair of the Parish Council expressing concern that RCC have carried out a questionnaire simultaneously with our Neighbourhood Plan Questionnaire.	Mick Toogood	1 November 2016
13/10/16-09	Finance Officer to advise the Parish Council & Steering Group on the current state of the Locality Grant and the process, if necessary, of returning it and re-applying.	Rob Ward	1 November 2016
13/10/16-10	Finance Officer, where possible, to complete the 'Actual Cost' column.	Rob Ward	10 November 2016
13/10/16-11	A sub group consisting of the Chair, Vice Chair, Finance Officer and Secretary, to meet and produce a draft budget to bring to the next Steering Group meeting.	Mick Toogood, John Ward, Rob Ward & Clive Stretton	10 November 2016
13/10/16-12	Communications Officer to scan the 'Thank you' card from Witherley Parish Council, thanking the steering group for their presentation on 30 <sup>th</sup> September 2016.	Kate Gardiner	10 November 2016
13/10/16-13	Chair to send the presentation used for the Witherley Parish Council meeting to the Communications Officer.	Mick Toogood	10 November 2016
13/10/16-14	Communications Officer to put a link on the Neighbourhood Plan Website to Sheepy Parish Council Website.	Kate Gardiner	10 November 2016
13/10/16-15	Communications Officer to produce a 'Half Page' article for the Sheepy Gazette – December 2016 issue-“Year of the Steering Group”- Listing what the Steering Group have achieved in 2016. Also broad headlines of the timetable for 2017.	Kate Gardiner	10 November 2016
13/10/16-16	Communications Officer to update village noticeboards, thanking Parishioners participation in completing the Questionnaire.	Kate Gardiner	10 November 2016
13/10/16-17	Andrea Johnson to change R05 on the Raid Log to amber status.	Andrea Johnson	10 November 2016
13/10/16-18	Chair to ask the Parish Council to identify any volunteers to join the steering group ideally increasing the group to 12 members.	Mick Toogood	1 November 2016
13/10/16-19	Communications Officer to put a notice on Sibson Village noticeboard asking for volunteers to join the Steering Group.	Kate Gardiner	10 November 2016

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13/10/16-20	Vice Chair to ask Colin Wilkinson to update any changes in Government Policy towards Neighbourhood Plans.	John Ward	3 Novemver 2016
13/10/16-21	Finance Officer to present the revised 'Terms Of Reference' (dated 18 <sup>th</sup> September 2016) to the Parish Council.	Rob Ward	1 November 2016

Ref No.	Closed Actions	Responsible	Date
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
08/09/16-01	Chair to CC future monthly 'Reports to the Parish Council' to HBBC.	Mick Toogood	On going
08/09/16-02	Vice Chair to contact Colin Wilkinson with a suggested date of 20 <sup>th</sup> October 2016 to run the Policy Writing Workshop.	John Ward	ASAP
08/09/16-03	Vice Chair to update Project Plan	John Ward	On going
08/09/16-04	Chair to inform the Parish Council of the updated project plan.	Mick Toogood	4 <sup>th</sup> October 16
08/09/16-07	Vice Chair to send updated Project plan to Communications Officer	John Ward	On going
08/09/16-08	Communications Officer to update the project plan on the website.	Kate Gardiner	On going
08/09/16-09	Steering group members to feedback to the secretary, on Sunday 18 <sup>th</sup> September, a summary of the progress made on Questionnaire distribution and collection. This information to take the format of: Number of properties visited, Number of Questionnaires (Adult Version) distributed and collected, and Number of Young Persons Questionnaire distributed and collected.	Steering Group members	18 <sup>th</sup> September 2016
08/09/16-10	Secretary to offer steering group members assistance to any member who requests help to distribute/collect questionnaires.	CliveStretton/ Steering Group	13 October 2016
08/09/16-11	Secretary to email spare questionnaire distribution spread sheets to members of the steering group.	John Ward	ASAP
08/09/16-12	Andrea Johnson to confirm with RCC that proposed Questionnaire data entry will have no issues regarding data protection.	Andrea Johnson	ASAP
08/09/16-13	Vice Chair to check with RCC to see if, when inputting a questionnaire, any blank sections	John Ward	ASAP

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08/09/16-14	Steering Group members to test the RCC Questionnaire data bases and feed back to the Vice Chair.	Steering Group	September 16
08/09/16-15	Finance Officer to approach the Parish council for possible funding for Questionnaire data entry and to investigate quotes for this work.	Rob Ward	13 October 16
08/09/16-16	Vice Chair to investigate assigning unique numbers to the questionnaires for data entry.	John Ward	13 October 16
08/09/16-17	Finance Officer to check the spending deadlines schedule of the Locality grant.	Rob Ward	13 October 16
08/09/16-18	Secretary to re-circulate a copy of the 'Parish Council Expenses Claim Form' to steering group members.	Clive Stretton	13 October 2016
08/09/16-19	Any steering group member claiming expenses must submit their form to the Clerk to the Parish Council and CC to the Steering Group Finance Officer.	Steering Group	On going
08/09/16-20	Communications Officer to supply password, allowing access to the secure page on the website, to steering group members.	Kate Gardiner	13 October 2016
08/09/16-22	Communications Officer to add current Steering Group Minutes to the website.	Kate Gardiner	On going
08/09/16-23	Secretary to continue to circulate the current minutes to the Clerk to the Parish Council.	Clive Stretton	On going
08/09/16-24	Chair to forward to members of the steering group, the current summary of the Evidence Data Base, as supplied to him by Deborah Roberts, prior to this meeting.	Mick Toogood	13 October 2016
08/09/16-25	Andrea Johnson to re-visit the time frames on the Raid Log to bring into line with the Project Plan.	Andrea Johnson	13 October 2016
08/09/16-26	Andrea Johnson to change the name of the finance officer to Rob Ward on the Raid Log.	Andrea Johnson	13 October 16
08/09/16-27	Finance Officer to amend the finance paragraph, in our 'Terms Of Reference', in order that it be consistent with that of the Parish Council. This amended paragraph to be sent to the secretary.	Rob Ward	12 October 2016
08/09/16-28	Secretary to circulate the amended 'Terms Of Reference' paragraph (action 08/09/16-22) to members of the steering group for approval at the next steering group meeting.	Clive Stretton	13 October 2016