

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 17 November 2016 – 7.30pm		Venue: Black Horse – Sheepy Magna	
Attendance: Kate Gardiner (Communications Officer), Andrea Johnson, Anne Parkinson, Deborah Roberts, Clive Stretton (Secretary), John Ward (Vice Chair), Rob Ward (Finance Officer) and Chris Bailey		Apologies: Jessica Gurley, Tom Johnson and Mick Toogood (Chair)	
Minutes taken by: Clive Stretton			
Declaration of Interest: None			
Item	Raised by	Discussion & Decision	
Attendance & Apologies	Vice Chair	8 present & 3 apologies. The Vice Chair welcomed Chris Bailey, who had expressed an interest in joining the Steering Group via 'Facebook' on our website.	
Minutes of Previous Meeting	Vice Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 13 th October 2016 were agreed and signed by the Vice Chair as a true record.	
Matters Arising. (Open Actions for previous minutes))	Vice Chair	<p>30/06/16-01-Secretary to send Deborah Roberts pilot questionnaire feedback for evidence database. Open.</p> <p>Secretary agreed to complete this action by the next steering group meeting</p> <p>30/06/16-11-Deborah Roberts to add pilot questionnaire feedback to the evidence database. Open. Action dependent upon action 30/06/16-01.</p> <p>08/09/16-05-Vice Chair to send update project plan to RCC. Completed & Closed.</p> <p>08/09/16-06- Vice Chair to investigate the need for a 'Post Questionnaire Public Forum' in October 2016. Open.</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. Completed & Closed.</p> <p>17/11/16-01-Secretary to circulate list from action 08/09/16-21 to members of the Steering Group.</p> <p>17/11/16-02- Secretary to email Parishioners on the list from action 08/09/16-21, expressing an open invitation to</p>	

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	<p>assist with the Neighbourhood Plan. A request was made not to include Anne Fisher & Marion Parkinson in the action 17/11/16-02.</p> <p>08/09/16-29- Communications Officer to select the photographs from our website to use on the banner. Completed & Closed.</p> <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 3rd November 2016. Completed & Closed.</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. Completed & Closed.</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 completed Questionnaire back to the Steering Group themselves. Completed & Closed.</p> <p>13/10/16-04-Chair to supply the Parish Council with 2 further quotes for the data input of the questionnaire. Completed & Closed.</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. Completed & Closed.</p> <p>13/10/16-06-Vice Chair to update the project plan for Questionnaire data input to be done in November 2016. Completed & Closed.</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. Completed & Closed. See Item 7 –Questionnaire Data Input Update.</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. Completed & Closed. Raised at the Parish Council Meeting Tuesday 1st November 2016(See minutes)</p> <p>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. Completed & Closed. Finance Officer has secured an extension of the Locality Grant until 31st March 2017.</p> <p>13/10/16-10- Finance Officer, where possible, to complete the ‘Actual Cost’ column. Completed & Closed.</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. Completed & Closed.</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 30th September 2016. Completed & Closed. At the Parish Council Meeting, Tuesday 1st November 2016, Ivan Ould (County Councillor for the Market Bosworth Division) praised the Steering Group for their presentation at Witherley Parish Council Neighbourhood Plan Meeting (30th September 2016).</p> <p>13/10/16-13-Chair to send the presentation used for the Witherley Parish Council meeting to the Communications Officer. Completed & Closed.</p>	
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		<p>13/10/16-14-Communications Officer to put a link on the Neighbourhood Plan Website to Sheepy Parish Council Website. Open.</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. Completed & Closed.</p> <p>13/10/16-16-Communications Officer to update village noticeboards, thanking Parishioners participation in completing the Questionnaire. Open. This will be done to coincide with the publication of the Gazette article action 13/10/16-15.</p> <p>13/10/16-17- Andrea Johnson to change R05 on the Raid Log to amber status. Completed & Closed.</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. Completed & Closed. Raised at the Parish Council meeting –Tuesday 1st November 2016.</p> <p>13/10/16-19-Communications Officer to put a notice on Sibson Village noticeboard asking for volunteers to join the Steering Group. Open. This will be done to coincide with the publication of the Gazette article action 13/10/16-15.</p> <p>13/10/16-20- Vice Chair to ask Colin Wilkinson to update any changes in Government Policy towards Neighbourhood Plans. On going Open Action</p> <p>13/10/16-21- Finance Officer to present the revised 'Terms Of Reference' (dated 18th September 2016) to the Parish Council. Closed. See action 17/11/16-03</p> <p>17/11/16-03- Secretary to present 'Revised Terms Of Reference (Dated 18th September 2016) to the Chair of Neighbourhood Plan Steering Group and the Chair of Sheepy Parish Council for signing.</p>			
Report to the Parish Council	Vice Chair	See 'Report to the Parish Council' 1st November 2016	.		
Questionnaire Collection update	Secretary	<p>664 adult questionnaires and 92 Young Persons collected to date.</p> <p>17/11/16-04- Steering Group Members to return their completed 'Questionnaire Distribution Spreadsheet' to the secretary.</p> <p>17/11/16-05-Secretary, using information gained from action 17/11/16-04- to calculate the percentage of completed questionnaires returned.</p> <p>17/11/16-06-To ensure that every Parishioner has had the opportunity to complete a questionnaire and it has been returned, the Communications Officer to publicise contacting the secretary to rectify this problem.</p>			
Questionnaire Data Input update	Vice Chair	<p>The Steering Group has received at least 4 quotes for inputting the data from the questionnaires.</p> <p>A sub group met to discuss these quotes and agreed on an estimate (based on 750 questionnaires) of £1,800 from Genus. This quote has been agreed by the Parish Council.</p>			

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		<p>To date, Genus has processed 225 questionnaires and have agreed to complete the process by 30th November 2016.</p> <p>It was agreed that for a quality audit for the data input, a sample size of 10 adult and 5 young person questionnaires to be used.</p> <p>17/11/16-07-Vice Chair & Secretary to carry out the quality audit for the Questionnaire data input.</p>		
Debrief of Steering Group Training by Planit-X (3 November 16)	Kate Gardiner	<p>The communications officer gave a précis of the training carried out by Planit-X on 3rd November 2016.</p> <p>17/11/16/08- Communications Officer to circulate notes made at the Planit-X training (3rd November 2016) to the Steering Group.</p>		
Questionnaire analysis by RCC/Steering Group.	Vice Chair	<p>Once Genus have completed the Questionnaire data input, RCC will carry out an analysis, which the steering group can use as a starting point for further analysis. This data can be exported from the SNAP data base into other formats such as Excel.</p> <p>17/11/16-09- Steering Group to produce a 4 page summary, to include simple graphics, of the questionnaire analysis, for distribution to the parish as first feedback at the beginning of 2017.</p> <p>17/11/16-10- Vice Chair to contact Colin Wilkinson to discuss Planit-X involvement with the Questionnaire analysis.</p>		
Project Plan	Vice Chair	<p>Following discussions with Planit-X and to reflect a more realistic end date, the time scale for the Project Plan has been extended to October 2017.</p>		
Budget	Finance Officer	<p>The Finance Officer presented the Expenditure Statement and the Budget Overview for November 2016. He had contacted Locality and they had agreed to extend the Grant until 31st March 2017. See action 13/10/16-09. Finance Officer suggests that we request interim invoices from Planit-X as we need to provide copies of all invoices as part of the grant agreement.</p> <p>17/11/16-11- Vice Chair to contact Planit-X requesting invoices at the end of November, January and March for services provided. It was noted that at the last Parish Council meeting, the Council approved the spend for questionnaire data entry and also to allocate £3000 for Neighbourhood Plan development activities/expenditure in Financial Year 2017/18 as requested by the Chair & Finance Officer of the Steering Group. It was stressed that the budget for 2016/17 must be spent by 31st March 2017!</p>		
Communications Report	Communications Officer	<p>Twitter & Facebook updated with events and activities.</p> <p>The Communications Team have produced a half, possibly three quarter page article – ‘Sheepy Parish Neighbourhood Plan – The Steering Group’s Progress This Year’ to be published in the December edition of Sheepy Group Gazette.</p> <p>It was noted that the Communications Officer has been helping ‘Desford Neighbourhood Plan Group’, giving advice on setting up a website.</p>		

Evidence Data Base	Deborah Roberts	Currently up to date.		
Raid Log	Andrea Johnson	The Raid Log has been updated for November 2016. It was noted that items with an Amber Status are likely to have an on-going amber status throughout the timescale of the plan.		
Submission of Revised Terms Of Reference to Parish Council.	Rob Ward	See action 17/11/16-03		
AOB	Vice Chair	It was noted that some of the Parish Councillor representatives on the NP Steering Group would be attending the Rural Conference is on 13 December from 10 -3.30 pm at Twycross Zoo. 17/11/16-12- LCC NP Networking Event Tuesday 22 November 2016 – Vice Chair to attend		
Meeting Dates	Secretary	Next Meeting: Tuesday 13 th December 2016-7.30pm –Black Horse Sheepy Magna Note this is to replace the meeting set for 8 th December. Main Agenda Item -To finalise the 4 page NP Interim Summary for distribution to the Parish in January 2017. 17/11/16-13-Communications Officer to amend the date of NP Steering Group December 2016 meeting, on the website, to 13th 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
08/09/16-06	Vice Chair to investigate the need for a 'Post Questionnaire Public Forum' in October 16.	John Ward	13 October 16
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
13/10/16-16	Communications Officer to update village noticeboards, thanking Parishioners participation in completing the Questionnaire.	Kate Gardiner	10 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
13/10/16-20	Vice Chair to ask Colin Wilkinson to update any changes in Government Policy towards	John Ward	On-going Open

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	Neighbourhood Plans. On-going Open Action.		Action
17/11/16-01	Secretary to circulate list from action 08/09/16-21 to members of the Steering Group.	Clive Stretton	13 th December 2016
17/11/16-02	Secretary to email Parishioners on the list from action 08/09/16-21, expressing an open invitation to assist with the Neighbourhood Plan.	Clive Stretton	13 th December 2016
17/11/16-03	Secretary to present 'Revised Terms Of Reference (Dated 18 th September 2016) to the Chair of Neighbourhood Plan Steering Group and the Chair of Sheepy Parish Council for signing.	Clive Stretton	6 th December 2016
17/11/16-04	Steering Group Members to return their completed 'Questionnaire Distribution Spreadsheet' to the secretary.	Steering Group	ASAP
17/11/16-05	Secretary, using information gained from action 17/11/16-04- to calculate the percentage of completed questionnaires returned.	Clive Stretton	13 th December 2016
17/11/16-06	To ensure that every Parishioner has had the opportunity to complete a questionnaire and it has been returned, the Communications Officer to publicise contacting the secretary to rectify this problem.	Kate Gardiner	January 2017
17/11/16-07	Vice Chair & Secretary to carry out the quality audit for the Questionnaire data input.	John Ward & Clive Stretton	30 November 2016
17/11/16/08	Communications Officer to circulate notes made at the Planit-X training (3 rd November 2016) to the Steering Group.	Kate Gardiner	13 th December 2016
17/11/16-09	Steering Group to produce a 4 page summary, to include simple graphics, of the questionnaire analysis, for distribution to the parish as first feedback at the beginning of 2017.	Steering Group	December 2016
17/11/16-10	Vice Chair to contact Colin Wilkinson to discuss Planit-X involvement with the Questionnaire analysis.	John Ward	ASAP
17/11/16-11	Vice Chair to contact Planit-X requesting invoices at the end of November, January and March for services provided.	John Ward	ASAP
17/11/16/-12	LCC NP Networking Event Tuesday 22 November 2016 – Vice Chair to attend	John Ward	22nd November 2016
17/11/16-13	Communications Officer to amend the date of NP Steering Group December 2016 meeting, on the website, to 13 th December 2016.	Kate Gardiner	ASAP

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Ref No.	Closed Actions	Responsible	Date
08/09/16-05	Vice Chair to send update project plan to RCC .	John Ward	ASAP
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 rd 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 questionnaire.	Mick Toogood	November 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,	Kate Gardiner	10 November

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	thanking the steering group for their presentation on 30 th September 2016.		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
13/10/16-15	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
13/10/16-17	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
13/10/16-21	Finance Officer to present the revised 'Terms Of Reference' (dated 18 th September 2016) to the Parish Council.	Rob Ward	1 November 2016