

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 21 st July 2016 – 7.30pm		Venue: Cock Inn - Sibson	
Attendance: Jessica Gurley, Andrea Johnson, Tom Johnson, Anne Parkinson, Clive Stretton (Secretary) ,Mick Toogood (Chair) and John Ward(Vice Chair).		Apologies: Keith Dixon, Kate Gardiner(Communications Officer), Deborah Roberts, Brian Scream (Finance Officer)and Rob Ward	
Minutes taken by: Clive Stretton			
Declaration of Interest: None			
Item	Raised by	Discussion & Decision	
Attendance & Apologies	Chair	7 present . 5 apologies. The Chair welcomed Jessica Gurley from Wellsborough to the Steering Group meeting. Her membership to the Steering Group was proposed by Clive Stretton, seconded by Mick Toogood and carried unanimously. Jessica accepted membership to the Steering Group.	
Minutes of Previous Meeting	Vice Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 30 th June 2016 were agreed and signed by the Chair as a true record.	
Matters Arising.	Chair	26/05/16-02- Rob Ward to circulate the terms & conditions for the Locality Grant to Steering Group Members. Completed & Closed. Rob had circulated the terms & conditions to the Officers of the Steering Group. 21/07/16-01-Secretary to circulate the terms & conditions for the Locality Grant to all Steering Group Members. 26/05/16-07- A sub group will need to meet to confirm the terminology to be used on the website. Open. 09/06/16-03-Communications Group to meet and confirm the terminology to be used on the website. Open 09/06/16-12-Secretary to estimate the number of Questionnaires & Young Persons Questionnaires required. Completed & Closed. Using the March 2011 Census information, incorporating the fact that there were 92 young people aged 12 to 17, the majority of which will be aged 18 on the 1 st January 2017, the secretary estimated the need for 1,200 adult questionnaires & 200 young persons questionnaires. 09/06/16-14-Andrea Johnson to update the raid log for next meeting. Completed & Closed 30/06/16-01-Secretary to send Deborah Roberts pilot questionnaire feedback for evidence database. Open.	

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		<p>30/06/16-02-Secretary to construct a question re: New/Improvements to pavements and forward it to Kate Gardiner by 3rd July 2016 to be included into the questionnaire. Completed & Closed</p> <p>30/06/16-03-Kate Gardiner to send updated version of the questionnaire to the Questionnaire subgroup by 3rd July 2016. Completed & Closed</p> <p>30/06/16-04-Questionnaire sub group to meet 4th July 2016, Back Horse, 7.00pm to make final checks on the amended version of the questionnaire. Completed & Closed</p> <p>30/06/16-05-Mick Toogood, Kate Gardiner & John Ward to investigate further questionnaire printing quotes which may be incorporated with the quote for the questionnaire scanning. Completed & Closed</p> <p>30/06/16-06-Questionnaire sub group to discuss printing quotes at the meeting on 4th July 2016. Completed & Closed</p> <p>30/06/16-07-Secretary to produce a spread sheet to check Questionnaire distribution and collection. Completed & Closed</p> <p>30/06/16-08- Chair to contact Andrea Johnson to discuss future liaison with HBBC. Completed & Closed. The Chair agreed to take on responsibility of future liaison with HBBC.</p> <p>30/06/16-09- Finance Officer to re-present the budget with 'Funding Directly by HBBC' as a separate column. Completed & Closed</p> <p>30/06/16-10-Finance Officer to continue to update the Budget Monthly. Completed & Closed</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>30/06/16-12-Chair to contact Andrea Johnson to ask if she wishes to continue taking responsibility for the raid log. Completed & Closed. Andrea has agreed to continue to take responsibility for the Raid Log.</p> <p>30/06/16-13-Deborah Roberts to contact Clerk to the Parish Council to discuss ' General Confidentiality and Data Protection Status' with regards to Questionnaire collection. Completed & Closed</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.</p> <p>21/07/16-03-Andrea Johnson to revisit the agreement with the RCC re: Data Protection.</p> <p>21/07/16-04-Andrea Johnson to devise a Data Protection agreement for use with Colin Wilkinson (PlanitX)</p>		
Project Plan	Vice Chair	<p>Slightly behind in some areas but retrievable. The questionnaire has taken longer than expected to produce. Thanks to Kate Gardiner was noted for the amount of work she has done on the questionnaire.</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.</p> <p>21/07/16-06-Deborah Roberts to look at the evidence database to 'track' the RCC contribution to our Neighbourhood Plan.</p> <p>21/07/16-07- Vice Chair to finalise date for printing of the Questionnaire.</p>	.	

		21/07/16-08-Vice Chair to liaise with Communications Officer to ensure the Website is operational when the Questionnaire is launched.		
Questionnaire Distribution	Chair	The basic format for 30/06/16-07-Secretary to produce a spread sheet to check Questionnaire distribution and collection was agreed upon. Jessica Gurley agreed to distribute the Questionnaires in Wellsborough. 21/07/16-09- Anne Parkinsonson & Clive Stretton to discuss the distribution of Questionnaires to the Farms in the Parish. 21/07/16-10-Secretary to approach some residents of Sibson to assist Tom Johnson with the distribution of the Questionnaire in Sibson. 21/07/16-11-Vice Chair to email the final versions of the questionnaires to the steering group. 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. 21/07/16-13-Vice Chair to email the Questionnaire 'crib sheet' to members of the steering group.		
Questionnaire Data Input	Chair	Deferred until the next meeting. 21/07/16-14-Secretary to add Questionnaire Data Input to the agenda for meeting 11 th August 2016		
Budget	Chair	21/07/16-15-Finance Officer to update Budget forecast. The estimate for Questionnaire Printing & Scanning is approximately £2,200. (Printing has no VAT & Scanning has to include VAT). 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.		
Communications Report	Chair	Communications Officer had sent her apologies. Report deferred until next meeting.		
Evidence Data Base	Deborah Roberts	Deborah had sent her apologies. Report deferred until next meeting.		
Raid Log	Andrea Johnson	Concerns with R03 finance as the printing & scanning quotes were about our original estimates. Concerns had been raised about not having representation on the Steering Group from Wellsborough. R05- This has now been addressed with Jessica Gurley joining the group.		
AOB	Chair	<ol style="list-style-type: none"> 1. The Site Allocations DPD had been circulated today by HBBC having been adopted by the council on 12th July 2016. The site allocations document has references only to Sheepy Magna and Sibson within our Parish. 2. Witherley Parish Council has approached Sheepy Parish Council with a view to setting up a Neighbourhood Plan and requesting some advice. 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. It is believed that Baxterely Parish Council have also expressed a need for assistance to start a Neighbourhood plan 		

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		3. Concerns were expressed as to the clarity of the responsibilities of external agencies (RCC, PanitX etc) for sections of our plan. It was believed that RCC were already funded by HBBC for the administration of the questionnaire database together with a follow up meeting.		
Meeting Dates	Secretary	<p>Next Meeting: Thursday 11th August 2016 -7.30pm –Cock Inn, Sibson</p> <p>Future Meetings: Thursday 8th September 2016 Thursday 13th October 2016 Thursday 10th November 2016 Thursday 8th December 2016</p>		

Ref No.	Open Actions	Responsible	Deadline
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
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
21/07/16-05	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
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
21/07/16-09	Anne Parkinsonson & Clive Stretton to discuss the distribution of Questionnaires to the	Anne Parkinson &	11 August

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	Farms in the Parish.	Clive Stretton	2016
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 Screation	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

Ref No.	Closed Actions	Responsible	Date
26/05/16-02	Rob Ward to circulate the terms & conditions for the Locality Grant to Steering Group Members.	Rob Ward	9 th June 2016
09/06/16-12	Secretary to estimate the number of Questionnaires & Young Persons Questionnaires required.	Clive Stretton	ASAP
09/06/16-14	Andrea Johnson to update the raid log for next meeting.	Andrea Johnson	30 June 2016
30/06/16-02	Secretary to construct a question re: New/Improvements to pavements and forward it to Kate Gardiner by 3 rd July 2016 to be included into the questionnaire	Clive Stretton	21 July 2016
30/06/16-03	Kate Gardiner to send updated version of the questionnaire to the Questionnaire subgroup by 3 rd July 2016.	Kate Gardiner	3 July 2016
30/06/16-04	Questionnaire sub group to meet 4 th July 2016, Back Horse, 7.00pm to make final checks on the amended version of the questionnaire.	Deborah Roberts John Ward Rob Ward Clive Stretton	4 July 2016
30/06/16-05	Mick Toogood, Kate Gardiner & John Ward to investigate further questionnaire printing quotes which may be incorporated with the quote for the questionnaire scanning	Mick Toogood Kate Gardiner John Ward	4 July 2016
30/06/16-06	Questionnaire sub group to discuss printing quotes at the meeting on 4 th July 2016.	Deborah Roberts	4 July 2016

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		John Ward Rob Ward Clive Stretton	
30/06/16-07	Secretary to produce a spread sheet to check Questionnaire distribution and collection.	Clive Stretton	21 July 2016
30/06/16-08	Chair to contact Andrea Johnson to discuss future liaison with HBBC.	Mick Toogood	21 July 2016
30/06/16-09	Finance Officer to re-present the budget with 'Funding Directly by HBBC' as a separate column.	Brian Screaton	21 July 2016
30/06/16-10	Finance Officer to continue to update the Budget Monthly.	Brian Screaton	21 July 2016
30/06/16-12	Chair to contact Andrea Johnson to ask if she wishes to continue taking responsibility for the raid log.	Mick Toogood	21 July 2016
30/06/16-13	Deborah Roberts to contact Clerk to the Parish Council to discuss ' General Confidentiality and Data Protection Status' with regards to Questionnaire collection.	Deborah Roberts	21 July 2016