

# 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 26 <sup>th</sup> May 2016 – 7.30pm		<b>Venue:</b> Cock Inn - Sibson			
<b>Attendance,</b> Kate Gardiner, Clive Stretton (Secretary), Mick Toogood (Vice Chair), John Ward and Rob Ward.		<b>Apologies:</b> , : Geoff Bingham, Keith Dixon, Andrea Johnson (Chair), Tom Johnson, Anne Parkinson, Deborah Roberts, Brian Screatton (Finance Officer)			
<b>Minutes taken by:</b> Clive Stretton					
<b>Declaration of Interest:</b> None					
Item	Raised by	Discussion & Decision			
Attendance & Apologies	Vice Chair	5 present . 7 apologies. The Vice Chair declared the meeting inquorate. From the ‘Terms Of Reference’- meetings may proceed but any decisions taken will be advisory only and require future ratification by the Steering Group at the next quorate meeting.			
Minutes of Previous Meeting	Vice Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 5 <sup>th</sup> May 2016 were agreed and signed by the Vice Chair as a true record.			
Matters Arising.	Vice Chair	10/03/16-11- To decide on a format for the questionnaire, whether it be paper and/or electronic. Completed & closed. Decided to have a Paper Format only, due to the complexities setting up access for an electronic version and furthermore, monitoring which format Parishioners were using. It was also noted other Neighbourhood Plan groups has found a better response rate from the paper format. 5/05/16-01 – Each Questionnaire Sub Group leader to nominate a member of their sub group, to become a member of the sub group to take overall responsibility for the Questionnaire. These names to be submitted to the Secretary by Wednesday 11 <sup>th</sup> May 2016. Completed & closed 5/05/16-02- Each Questionnaire sub group leader to send an electronic copy of their section of the questionnaire to John Ward by Wednesday 11 <sup>th</sup> May 2016. Completed & closed 5/05/16-03- John Ward to merge all sections of the questionnaire into the same format. That format being similar			

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	<p>to the one used by Barrow on Soar Neighbourhood plan Questionnaire. Completed &amp; closed</p> <p>5/05/16-04-Andrea Johnson to contact HBBC to see if their officers are available during the last week of May/first week of June 2016, to give advice and feedback on the construction of our questionnaire. Open</p> <p>5/05/16-05- Chair to send the Expand Digital Quote, plus 2 other quotes for the Computer Software, Website Development and Website Maintenance to Rob Ward &amp; Geoff Bingham by 7 May 2016, so as to be included in the Locality Bid. Completed &amp; closed . It was noted that the above were in fact costs rather than quotes. Furthermore, for future auditing, we require quotes not costs.</p> <p>5/05/16-06- John Ward to contact Colin Wilkinson, (Planit-x) asking him to supply a quotes for the highlighted services required of the consultant, over the next 6 months, in line with the Project Plan by 7 May 2016. Completed &amp; closed</p> <p>5/05/16-07-John Ward to send the quotes from 5/05/16-06 to Geoff Bingham, Rob Ward and Andrea Johnson by 7 May 2016. Completed &amp; closed</p> <p>5/05/16-08-Rob Ward, with the assistance of Geoff Bingham, to submit, on behalf of the Parish Council, the bid to Locality, using information from 5/05/16-05 &amp; 5/05/16-06 by 10 May 2016. Completed &amp; closed. The grant has been awarded and we will receive the full amount minus VAT, which we can claim back.</p> <p>26/05/16-01- Rob Ward to initiate the due diligence process so that the Locality grant can be transferred to the Parish Council.</p> <p>Rob Ward has met with the Clerk to the Parish Council to arrange for the Locality Grant to be transferred to the Parish Council Account.</p> <p>26/05/16-02- Rob Ward to circulate the terms &amp; conditions for the Locality Grant to Steering Group Members.</p> <p>26/05/16-03-John Ward to update the Development Plan to reflect the approval of the Locality Grant.</p> <p>5/05/16-09-Communications Officer: Gazette- May article to include information about the Questionnaire to be distributed to the Parish Early Summer. Completed &amp; closed. Gazette article submitted. See communications report – May 2016</p> <p>5/05/16-10- Chair to ask Lynne Percival (Sheepy Local History Society) if the Steering Group can use some of their photographs in the Questionnaire. Completed &amp; closed. Secretary had spoken to Lynne Percival and permission was granted.</p> <p>5/05/16-11- Secretary to ask the committee responsible for the ‘Sheepy Parish Millennium Book’ if the Steering Group can use some of their photographs in the Questionnaire. Completed &amp; closed. Secretary had spoken to some members of the committee and permission was granted.</p> <p>5/05/16-12- Deborah Roberts to bring our database up to date by next meeting. Open</p> <p>5/05/16-13-Anyone interested in attending the NP Network Event 24<sup>th</sup> May County Hall to notify the Secretary by 11th May 2016. Completed &amp; closed</p>			
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Questionnaire	Vice Chair	<p>Members present discussed the present draft questionnaire in fine detail, with the communications officer make notes for suggested amendments, additions and deletions.</p> <p>26/05/16-04- Communications Officer to update the Draft Questionnaire.</p> <p>It was noted that the base maps supplied by HBBC showing the footpaths were out of date.</p> <p>26/05/16-05- Secretary to contact HBBC planning department to ask if they can provide up to date maps showing footpaths, settlement boundaries and removing the flood plain shading.</p> <p>26/05/16-06- John Ward to ask Colin Wilkinson if HBBC need to approve the Questionnaire.</p> <p>It was noted that both Colin Wilkinson &amp; RCC will need to validate the questionnaire.</p> <p>It was suggested not to offer prize(s) as an incentive to complete the questionnaire, but instead attempt to reduce the formality and supply a 'Kit-Kat' and tea bag with each questionnaire.</p>		
Communications Report	Communications Officer	<p>See Communications Report May 2016</p> <p>A draft for our website will be finished by the end of May 2016.</p> <p>26/05/16-07- A sub group will need to meet to confirm the terminology to be used on the website.</p> <p>Printing of the banner will be delayed until the Steering Group decide on the photographs to be used.</p>	.	
AOB	Vice Chair	<p>Discussion re: Email sent by the Chair for AOB discussion.</p> <p>HBBC have clarified that they will cover the cost of the RCC undertaking the following:</p> <p>The creation of a questionnaire onto the SNAP software programme based on our draft once ready. RCC to then liaise with us until we are happy with the final draft and send us through a final pdf for printing.</p> <p>RCC will send us a web link so we can input the actual data from each of the returned questionnaires onto the SNAP programme online.</p> <p>Once all returns are submitted RCC will send us a paper containing all the responses received and also a summary report.</p> <p>RCC will also support a community engagement event in the Autumn (at a convenient date to be agreed). This will include display boards to feedback key results from the questionnaire and to consult on some early thinking in terms of potential draft policies that could potentially make up our first Draft Neighbourhood Plan.</p> <p>However we will have to fund any activity over and above this.</p>		
Meeting Dates	Secretary	<p>Next Meeting: Thursday 9<sup>th</sup> June 2016-7.30pm –Cock Inn, Sibson</p> <p>Future Meetings:</p>		

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Ref No.	Open Actions	Responsible	Deadline
5/05/16-04	Andrea Johnson to contact HBBC to see if their officers are available during the last week of May/first week of June 2016, to give advice and feedback on the construction of our questionnaire.	Andrea Johnson	20 May 2016
5/05/16-12	Deborah Roberts to bring our database up to date by next meeting.	Deborah Roberts	26 May 2016
26/05/16-01	Rob Ward to initiate the due diligence process so that the Locality grant can be transferred to the Parish Council.	Rob Ward	9 <sup>th</sup> June 2016
26/05/16-02	Rob Ward to circulate the terms & conditions for the Locality Grant to Steering Group Members.	Rob Ward	9 <sup>th</sup> June 2016
26/05/16-03	John Ward to update the Development Plan to reflect the approval of the Locality Grant.	John Ward	9 <sup>th</sup> June 2016
26/05/16-04	Communications Officer to update the Draft Questionnaire.	Kate Gardiner	9 <sup>th</sup> June 2016
26/05/16-05	Secretary to contact HBBC planning department to ask if they can provide up to date maps showing footpaths, settlement boundaries and removing the flood plain shading.	Clive Stretton	9 <sup>th</sup> June 2016
26/05/16-06	John Ward to ask Colin Wilkinson if HBBC need to approve the Questionnaire.	John Ward	9 <sup>th</sup> June 2016
26/05/16-07	A sub group will need to meet to confirm the terminology to be used on the website.	Kate Gardiner	9 <sup>th</sup> June 2016

<b>Ref No.</b>	<b>Closed Actions</b>	<b>Responsible</b>	<b>Date</b>
10/03/16-11	To decide on a format for the questionnaire, whether it be paper and/or electronic.	Steering Group	26 May 2016
5/05/16-01	Each Questionnaire Sub Group leader to nominate a member of their sub group, to become a member of the sub group to take overall responsibility for the Questionnaire. These names to be submitted to the Secretary by Wednesday 11 <sup>th</sup> May 2016.	Mick Toogood, Rob Ward, Clive Stretton, Geoff Bingham, Deborah Roberts, Andrea Johnson.	11 May 2016
5/05/16-02	Each Questionnaire sub group leader to send an electronic copy of their section of the questionnaire to John Ward by Wednesday 11 <sup>th</sup> May 2016.	Mick Toogood, Rob Ward, Clive Stretton, Geoff Bingham, Deborah Roberts, Andrea Johnson.	11 May 2016
5/05/16-03	John Ward to merge all sections of the questionnaire into the same format. That format being similar to the one used by Barrow on Soar Neighbourhood plan Questionnaire.	John Ward	ASAP
5/05/16-05	Chair to send the Expand Digital Quote, plus 2 other quotes for the Computer Software, Website Development and Website Maintenance to Rob Ward & Geoff Bingham by 7 May 2016, so as to be included in the Locality Bid.	Andrea Johnson	7 May 2016
5/05/16-06	John Ward to contact Colin Wilkinson, (Planit-x) asking him to supply a quotes for the highlighted services required of the consultant, over the next 6 months, in line with the Project Plan by 7 May 2016.	John Ward	7 May 2016
5/05/16-07	John Ward to send the quotes from 5/05/16-06 to Geoff Bingham, Rob Ward and Andrea Johnson by 7 May 2016.	John Ward	7 May 2016
5/05/16-08	Rob Ward, with the assistance of Geoff Bingham, to submit, on behalf of the Parish Council, the bid to Locality, using information from 5/05/16-05 & 5/05/16-06 by 10 May 2016.	Rob Ward	10 May 2016
5/05/16-09	5/05/16-09-Communications Officer: Gazette- May article to include information about the Questionnaire to be distributed to the Parish Early Summer.	Kate Gardiner	Gazette deadline
5/05/16-10	Chair to ask Lynne Percival (Sheepy Local History Society) if the Steering Group can use some of their photographs in the Questionnaire	Andrea Johnson	26 May 2016
5/05/16-11	Secretary to ask the committee responsible for the 'Sheepy Parish Millennium Book' if the Steering Group can use some of their photographs in the Questionnaire.	Clive Stretton	26 May 2016
5/05/16-13	Anyone interested in attending the NP Network Event 24 <sup>th</sup> May County Hall to notify the Secretary by 11 May 2016.	<b>Steering Group</b>	11 May 2016

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