

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 30 th June 2016 – 7.30pm		Venue: Cock Inn - Sibson	
Attendance, Kate Gardiner, Deborah Roberts, Brian Screatton (Finance Officer), Clive Stretton (Secretary) ,Mick Toogood (Chair) and John Ward.		Apologies: Keith Dixon, Andrea Johnson, Tom Johnson, Anne Parkinson and Rob Ward	
Minutes taken by: Clive Stretton			
Declaration of Interest: None			
Item	Raised by	Discussion & Decision	
Attendance & Apologies	Chair	6 present . 5 apologies.	
Minutes of Previous Meeting	Vice Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 9 th June 2016 were agreed and signed by the Chair as a true record.	
Election of New Vice Chair	Vice Chair	The Chair asked if any members wished to stand for Vice Chair. Brian Screatton proposed John Ward, seconded by Deborah Roberts and carried unanimously. John Ward accepted the position of Vice Chair.	
Matters Arising.	Chair	<p>26/05/16-02- Rob Ward to circulate the terms & conditions for the Locality Grant to Steering Group Members. Open.</p> <p>26/05/16-07- A sub group will need to meet to confirm the terminology to be used on the website. Open.</p> <p>09/06/16-01-Election of Vice Chair deferred to next meeting. Completed & Closed</p> <p>09/06/16-02-Andrea Johnson to email Andy Killock asking if he can complete his review by Friday 17th June 2016. Completed & Closed</p> <p>09/06/16-03-Communications Group to meet and confirm the terminology to be used on the website. Open</p> <p>09/06/16-04-Secretary to contact Colin Wilkinson to ask if Local Businesses receive a copy of the Questionnaire to complete. Completed & Closed</p> <p>09/06/16-05-As the questionnaire asks about improving facilities at both Churches, Sibson Village Hall and Sheepy</p>	

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		<p>Memorial Hall, Secretary to forward a copy of the draft questionnaire to Revd. Julia Hargreaves, Brian May and Anji Forsyth, seeking their feeling as to the inclusion of these questions. Completed & Closed</p> <p>09/06/16-06-Secretary to identify, from the information provided by RCC from the 'Public Drop In Events', the 11 most popular Footpaths/Public Rights Of Way in the Parish. This should include at least one from each Village/Hamlet. This information to be forwarded to Kate Gardiner to update section 5.5 (Public Rights Of Way) of the draft questionnaire Version 1.8. Completed & Closed</p> <p>09/06/16-07-Kate Gardiner to update Questionnaire version 1.8. by Monday 13 June 2016. Completed & Closed</p> <p>09/06/16-08-John Ward to ask if the 'Young Persons Questionnaire' is also to be included on the SNAP database? Completed & Closed. There will be 2 SNAP databases. One for the adults version and one for the Young Persons version.</p> <p>09/06/16-09-Andrea Johnson to update 'Young Persons Questionnaire'. Completed & Closed</p> <p>09/06/16-10-Secretary to email a copy of the draft questionnaire to the Clerk to the Parish Council, for distribution to members of the Parish Council. Also to send a copy to each member of the steering group. Feedback from the pilot to be returned to the Secretary by Monday 20th June 2016. Completed & Closed</p> <p>09/06/16-11-Kate Gardiner & Mick Toogood to obtain 3 quotes for the printing of the questionnaire. Completed & Closed. Quotes were based on 1000 copies for comparison.</p> <p>09/06/16-12-Secretary to estimate the number of Questionnaires & Young Persons Questionnaires required. Open.</p> <p>09/06/16-13-Finance Officer to send copies of the 'Budget for the Year Ended 31st March 2017' and the 'Project Finance Control Report' to members of the Steering Group. Completed & Closed</p> <p>09/06/16-14-Andrea Johnson to update the raid log for next meeting. Open.</p>		
Endorse Questionnaire	Chair	<p>The Questionnaire sub group had met to discuss the feedback from the pilot questionnaire. Points had been discussed and changes made to the questionnaire. The steering group endorsed both versions of the questionnaire (Main & Young persons), with only minor amendments now required on the main one.</p> <p>30/06/16-01-Secretary to send Deborah Roberts pilot questionnaire feedback for evidence database.</p> <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.</p> <p>30/06/16-03-Kate Gardiner to send updated version of the questionnaire to the Questionnaire subgroup by 3rd July 2016.</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.</p>	.	
Printing Questionnaire	Chair	<p>The main questionnaire requires 22 printed pages which includes 5 pages of maps. It was suggested to have 24 pages to include 2 blank pages with one blank page on the inside front cover.</p> <p>Quotes so far (for 1,000 copies) range from £500 to £1,200.</p>		

		<p>30/06/16-05-Mick Toogood, Kate Gardinder & John Ward to investigate further questionnaire printing quotes which may be incorporated with the quote for the questionnaire scanning.</p> <p>30/06/16-06-Questionnaire sub group to discuss printing quotes at the meeting on 4th July 2016.</p>		
Questionnaire Distribution	Chair	<p>30/06/16-07-Secretary to produce a spread sheet to check Questionnaire distribution and collection.</p> <p>Suggestions for distribution – Deborah Roberts –Upton, Tom Johnson- Sibson, Andrea Johnson – Pinwall, Clive Stretton – to coordinate Sheepy Magna, Parva & Crosshands, Anne Parkinson – Farms, and Rob Ward to ask Stuart Hawksworth for Wellsborough.</p>		
Project Plan	Chair	<p>Enter Questionnaire responses into RCC database now moved to August 2016 with related activities to follow.</p> <p>Printing the questionnaire is not on track but actions 30/06/16 05&06 should rectify this concern.</p> <p>30/06/16-08- Chair to contact Andrea Johnson to discuss future liaison with HBBC.</p>		
Budget	Finance Officer	<p>Finance Officer presented the current 'Budget for the Year Ended 31st March 2017'. It was all agreed that the 'Project Finance Control Report' was an excellent addition to the budget as it gave an accurate view of current finances.</p> <p>30/06/16-09- Finance Officer to re-present the budget with 'Funding Directly by HBBC' as a separate column.</p> <p>30/06/16-10-Finance Officer to continue to update the Budget Monthly.</p>		
Communications Report	Communications Officer	<p>The website has been updated.</p> <p>The next deadline for the Gazette is mid- August for the September issue. Suggestion of getting some photographs of the Questionnaire distribution.</p>		
Evidence Data Base	Deborah Roberts	<p>30/06/16-11-Deborah Roberts to add pilot questionnaire feedback to the evidence database.</p>		
Raid Log	Andrea Johnson	<p>30/06/16-12-Chair to contact Andrea Johnson to ask if she wishes to continue taking responsibility for the raid log.</p> <p>Concerns were raised about not having representation on the Steering Group from Wellsborough.</p>		
AOB	Chair	<p>Concerns were raised about confidentiality Re: Questionnaire and collecting data.</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.</p>		
Meeting Dates	Secretary	<p>Next Meeting: Thursday 21st July 2016-7.30pm –Cock Inn, Sibson</p> <p>Future Meetings: Thursday 11th August 2016 Thursday 8th September 2016 Thursday 13th October 2016 Thursday 10th November 2016 Thursday 8th December 2016</p>		

Ref No.	Open Actions	Responsible	Deadline
26/05/16-02	Rob Ward to circulate the terms & conditions for the Locality Grant to Steering Group Members.	Rob Ward	9 th 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 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
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
30/06/16-01	Secretary to send Deborah Roberts pilot questionnaire feedback for evidence database.	Clive Stretton	21 July 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 John Ward Rob Ward Clive Stretton	4 July 2016
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
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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
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09/06/16-05	As the questionnaire asks about improving facilities at both Churches, Sibson Village Hall and Sheepy Memorial Hall, Secretary to forward a copy of the draft questionnaire to Revd. Julia Hargreaves, Brian May and Anji Forsyth, seeking their feeling as to the inclusion of these questions.	Clive Stretton	13 th June 2016
09/06/16-06	Secretary to identify, from the information provided by RCC from the 'Public Drop In Events', the 11 most popular Footpaths/Public Rights Of Way in the Parish. This should include at least one from each Village/Hamlet. This information to be forwarded to Kate Gardiner to update section 5.5 (Public Rights Of Way) of the draft questionnaire Version 1.8.	Clive Stretton	13 th June 2016
09/06/16-07	Kate Gardiner to update Questionnaire version 1.8. by Monday 13 June 2016.	Kate Gardiner	13 th June 2016
09/06/16-08	John Ward to ask if the 'Young Persons Questionnaire' is also to be included on the SNAP database?	John Ward	20 th June 2016
09/06/16-09	Andrea Johnson to update 'Young Persons Questionnaire'.	Andrea Johnson	ASAP
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