

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 19 January 2017 – 7.30pm | | Venue: Cock Inn - Sibson | |
| Attendance: Jessica Gurley, Andrea Johnson, Tom Johnson , Clive Stretton (Secretary) , Mick Toogood (Chair) , John Ward(Vice Chair) and Rob Ward (Finance Officer). | | Apologies: Kate Gardiner(Communications Officer), Anne Parkinson, Deborah Roberts and Chris Bailey. | |
| Minutes taken by: Clive Stretton | | | |
| Declaration of Interest: None | | | |
| Item | Raised by | Discussion & Decision | |
| Attendance & Apologies | Chair | 7 present & 4 apologies. | |
| Minutes of Previous Meeting | Chair | The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meetings 17 th November 2016 and 13 th December 2016 were agreed and signed by the Chair as a true record. | |
| Matters Arising. (Open Actions -Minutes 17 th November & 13 th December 2016) | Chair | <p>30/06/16-01-Secretary to send Deborah Roberts pilot questionnaire feedback for evidence database. Open.</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>08/09/16-06- Vice Chair to investigate the need for a 'Post Questionnaire Public Forum' in October 2016. Closed. Post Questionnaire initial feedback will be in the form of a newsletter. See action 17/11/16-09.</p> <p>13/10/16-14-Communications Officer to put a link on the Neighbourhood Plan Website to Sheepy Parish Council Website. Completed & Closed.</p> <p>13/10/16-16-Communications Officer to update village noticeboards, thanking Parishioners participation in completing the Questionnaire. Open.</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</p> | |

Thursday 19 January 2017. Minutes of Sheepy Parish Neighbourhood Plan Steering Group.

| | | | | | |
|--|--|---|--|--|--|
| | | <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>19/01/17-01-Colin Wilkinson to meet Vice Chair & Secretary 11.00am Friday 27th January 2017 for a brief tour of the Parish in daylight and discuss the next steps in drafting polices.</p> <p>17/11/16-01-Secretary to circulate list from action 08/09/16-21 to members of the Steering Group. Open.</p> <p>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. Open. This will be done to coincide with the delivery of the 'Community Consultation Questionnaire Preliminary Findings' leaflet in January 2017.</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. Completed & Closed.</p> <p>19/01/17-02- Secretary to send to Deborah Roberts, the 'Revised Terms Of Reference' (Dated 18th September 2016) signed on 6th December 2016, by the Chair of Neighbourhood Plan Steering Group and the Chair of Sheepy Parish Council, to add to the evidence data base.</p> <p>17/11/16-04- Steering Group Members to return their completed 'Questionnaire Distribution Spreadsheet' to the secretary. Completed & Closed.</p> <p>17/11/16-05-Secretary, using information gained from action 17/11/16-04- to calculate the percentage of completed questionnaires returned. Completed & Closed.</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. Completed & Closed.</p> <p>17/11/16-07-Vice Chair & Secretary to carry out the quality audit for the Questionnaire data input. Open.</p> <p>17/11/16/08- Communications Officer to circulate notes made at the Planit-X training (3rd November 2016) to the Steering Group. Completed & Closed.</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. Completed & Closed.</p> <p>17/11/16-10- Vice Chair to contact Colin Wilkinson to discuss Planit-X involvement with the Questionnaire analysis. Completed & Closed. Colin has endorsed the 'Sheepy Parish Neighbourhood Plan Community Consultation Questionnaire Preliminary Findings' leaflet.</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. Completed & Closed.</p> <p>17/11/16-12- LCC NP Networking Event Tuesday 22 November 2016 – Vice Chair to attend. Completed & Closed.</p> <p>17/11/16-13-Communications Officer to amend the date of NP Steering Group December 2016 meeting, on the website, to 13th December 2016. Completed & Closed.</p> | | | |
|--|--|---|--|--|--|

| | | | | |
|--|------------------------|---|---|--|
| | | <p>13/12/16-01- Vice Chair to obtain most current Questionnaire Data from RCC, incorporate the Young Person's Questionnaire feedback, make the necessary changes to the analysis, normalise it and forward the updated analysis and metrics to the Communications Officer. Completed & Closed.</p> <p>13/12/16-02- Secretary to check to see if there is any change to the 'Total dwellings (39) either completed or committed' with reference to Sheepy Parish requirement to deliver a minimum of 20 dwellings as defined by HBBC Core Strategy 2009-2026, as stated in the Questionnaire at the time of Print. Secretary to inform the Communications Officer of any change, so as to be included in the Interim Summary. Completed & Closed. By the end of 2016, a total of 44 dwellings are either completed or committed in Sheepy Magna</p> <p>13/12/16-03- Communications Officer to incorporate the updated analysis and metrics, (see action 13/12/16-02) and make amendments and additions to the draft, as suggested by the Steering Group and then to circulate this new draft to the Steering Group for comments/ approval. Completed & Closed.</p> <p>13/12/16-04-Secretary to co-ordinate distribution of Interim Summary Flyers. (Sheepy Parish NP Community Consultation Questionnaire Preliminary Findings) Open.</p> <p>13/12/16-05- Vice Chair to obtain fresh quotes for scanning the completed questionnaires and circulate to the steering group for comment/approval ready to be submitted to the Parish Council for Approval. Completed & Closed. Vice Chair had obtained 3 quotes, of which the Steering Group agreed to recommend to the Parish Council to formally agree the quote from Genus.</p> <p>19/01/17-03-Finance Officer, to present the quotes for action 13/12/16-05 to the Parish Council, with the recommendation by the NP Steering Group to accept the Genus quote.</p> <p>13/12/16-06-Secretary to take the spare unused questionnaire to be re-cycled. Closed. Concerns were expressed about the re-cycling of the questionnaires and a number of members of the Steering Group offered to shred them.</p> <p>19/01/17-04- Secretary to distribute unused questionnaires amongst members of the Steering Group for shredding.</p> | | |
| Report to the Parish Council | Chair | See 'Report to the Parish Council' 6th December 2016. No Parish Council in January 2017. Next Parish Council meeting Tuesday 7 th February 2017. | . | |
| Project Plan | Vice Chair | Sheepy NDP plan as of 16 th January 2017. Items identified 'Off track but recoverable' –Publish SG Minutes on website, sub-groups Policy Work, Audit questionnaire input accuracy, Questionnaire Analysis first summary to Parish Council, Questionnaire detailed analysis. | | |
| Budget | Finance Officer | Invoices received for the Banner £108, Gazette £55 and Planit-X £747.90. Awaiting the invoice from Genus for the data entry of the questionnaire. | | |
| Questionnaire: Current status - Data entry verification. | Vice Chair & Secretary | The final version of the data collection from the questionnaire had been sent to the Vice Chair on 24 th December 2016 and the SNAP database frozen. The data had been exported into an Excel spread sheet for further analysis. The Vice Chair and Secretary had taken the sample size of 10 adult and 5 young person questionnaires for data entry verification. The sample of young person's had no mistakes, but on the adult's questionnaire errors were | | |

Thursday 19 January 2017. Minutes of Sheepy Parish Neighbourhood Plan Steering Group.

| | | | | |
|---|-----------------|---|--|--|
| -Data analysis to date | | <p>noted. It was agreed that we should check a second batch of 10 adult questionnaires.</p> <p>19/01/17-05- Vice chair to collect a second batch of 10 adult questionnaires from Genus.</p> <p>19/01/17-06- Secretary to check this second batch of 10 questionnaires (action 19/01/17-05) then calculate the data entry percentage error of the 20 adult questionnaires supplied in batches 1 & 2.</p> <p>It was agreed that, if the data entry percentage error was within a reasonable tolerance level, we could progress with the printing and distribution of the 'Community Consultation Questionnaire Preliminary Findings' pamphlet.</p> | | |
| Questionnaire: Preliminary findings pamphlet. | Vice Chair | <p>Suggested changes had been made to the 'Preliminary Findings' pamphlet.</p> <p>The steering group endorsed the draft pamphlet and subject to the data check, agreed that it should be printed week beginning 22nd January 2017.</p> <p>It was noted that Colin Wilkinson (Planit-X) had seen the draft pamphlet and had also endorsed it.</p> <p>19/01/17-07-Secretary to validate the data on the 'Community Consultation Questionnaire Preliminary Findings' pamphlet.</p> <p>Secretary to co-ordinate the distribution of the 'Community Consultation Questionnaire Preliminary Findings' pamphlet. See action 13/12/16-04</p> | | |
| Questionnaire: Further analysis. What is required by whom & when. | Vice Chair | <p>The Vice Chair asked what policy areas do the Steering Group need to consider? It was agreed that at present, these should be defined as those set out in the consultation questionnaire. ie. 1. Facilities, Business and Services. 2. Traffic & Transport. 3. Housing & Heritage. 4. Renewable Energy, Environment, Open Spaces & Public Rights of Way.</p> <p>It was agreed that the steering group should reform the original subgroups, which constructed each section of the questionnaire and review all comments in the RCC questionnaire report, to group them under 'themes' where possible for that section and report back at the next steering group meeting.</p> <p>19/01/17-08- Steering group Questionnaire subgroups to review all comments in the RCC report for their section and report back at the steering group meeting 23rd February 2017.</p> <p>19/01/17-09- Secretary to circulate the Questionnaire sub groups and to allocate any new members of the steering group to subgroups.</p> | | |
| Scanning Questionnaire – Formal approval. | Finance Officer | <p>See Matters Arising 13/12/16-05.</p> <p>See action 19/01/17-03</p> <p>Finance Officer requested that this work be completed this financial year.</p> | | |
| Draft polices scope, development, timeframe and use of Planit-X. | Chair | See action 19/01/17-01 | | |

| | | | | |
|-----------------------|------------------------|--|--|--|
| HBBC Engagement | Secretary | At the Rural Conference is on 13 December 2016, we were told that HBBC are in the process of appointing a Neighbourhood Planning Officer. 19/01/17-10- Secretary to contact HBBC to arrange a meeting with the Neighbourhood Planning Officer to discuss the preliminary findings of the Community Consultation Questionnaire & to get a general update in NP activity within the borough and to feedback at the next steering meeting. A copy of the Chair's monthly report to the Parish Council is sent to HBBC and the steering group assume that they find this useful information. | | |
| Communications Report | Communications Officer | Deferred to next meeting. | | |
| Evidence Data Base | Deborah Roberts | Deferred to next meeting. | | |
| Raid Log | Andrea Johnson | Items marked with an 'Amber Status' to be discussed at the next meeting. Notably, Risk – Colin Wilkinson's (Planit-X) availability and Risk – Plan development in line with HBBC core strategy. | | |
| AOB | Chair | Discussion took place about the major developments taking place on the A5 corridor M42 to M69 and some possible implications on our Parish. Sheepy PCC are applying for a 'Parish Initiative Fund' grant to install a sound system in All Saints Church (Sheepy) and are requesting that the Steering Group provide an analysis to help support this funding application. 19/01/17-11- Vice Chair & Secretary to provide an analysis to support funding applications being prepared by Sheepy PCC for a sound system in All Saints Church. | | |
| Meeting Dates | Secretary | Next Meeting: Thursday 23rd February-7.30pm –Black Horse Sheepy Magna. (As with the meeting 17 th November 2016 – Participate in 'Pie night'.) Future Meetings: Thursday 23 rd March 2017 – Cock Inn Sibson. | | |

| 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 |
| 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 |

Thursday 19 January 2017. Minutes of Sheepy Parish Neighbourhood Plan Steering Group.

| | | | |
|-------------|---|---|-------------------------|
| 13/10/16-20 | Vice Chair to ask Colin Wilkinson to update any changes in Government Policy towards Neighbourhood Plans. On-going Open Action. | John Ward | On-going Open Action |
| 17/11/16-01 | Secretary to circulate list from action 08/09/16-21 to members of the Steering Group. | Clive Stretton | ASAP |
| 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 | January 2017 |
| 17/11/16-07 | Vice Chair & Secretary to carry out the quality audit for the Questionnaire data input. | John Ward & Clive Stretton | ASAP |
| 13/12/16-04 | Secretary to co-ordinate distribution of Interim Summary Flyers. (Sheepy Parish NP Community Consultation Questionnaire Preliminary Findings) | Clive Stretton | Early January 2017 |
| 19/01/17-01 | Colin Wilkinson to meet Vice Chair & Secretary 11.00am Friday 27 th January 2017 for a brief tour of the Parish in daylight and discuss the next steps in drafting polices. | John Ward, Clive Stretton & Colin Wilkinson | 27 January 2017 |
| 19/01/17-02 | Secretary to send to Deborah Roberts, the 'Revised Terms Of Reference' (Dated 18 th September 2016) signed on 6 th December 2016, by the Chair of Neighbourhood Plan Steering Group and the Chair of Sheepy Parish Council, to add to the evidence data base. | Clive Stretton & Deborah Roberts | 23 February 2017 |
| 19/01/17-03 | Finance Officer, to present the quotes for action 13/12/16-05 to the Parish Council, with the recommendation by the NP Steering Group to accept the Genus quote. | Rob Ward | 7 February 2017 |
| 19/01/17-04 | Secretary to distribute unused questionnaires amongst members of the Steering Group for shredding. | Clive Stretton | 23 February 2017 |
| 19/01/17-05 | Vice chair to collect a second batch of 10 adult questionnaires from Genus. | John Ward | ASAP |
| 19/01/17-06 | Secretary to check this second batch of 10 questionnaires (action 19/01/17-05) then calculate the data entry percentage error of the 20 adult questionnaires supplied in batches 1 & 2. | Clive Stretton | ASAP |
| 19/01/17-07 | Secretary to validate the data on the 'Community Consultation Questionnaire Preliminary Findings' pamphlet. | Clive Stretton | ASAP |
| 19/01/17-08 | Steering group Questionnaire subgroups to review all comments in the RCC report for their section and report back at the steering group meeting 23 rd February 2017. | Steering Group | 23 February 2017 |
| 19/01/17-09 | Secretary to circulate the Questionnaire sub groups and to allocate any new members of the steering group to subgroups. | Clive Stretton | ASAP |
| 19/01/17-10 | Secretary to contact HBBC to arrange a meeting with the Neighbourhood Planning Officer to discuss the preliminary findings of the Community Consultation Questionnaire & to get a general update in NP activity within the borough and to feedback at the next steering meeting. | Clive Stretton | 23 February 2017 |
| 19/01/17-11 | Vice Chair & Secretary to provide an analysis to support funding applications being prepared by Sheepy PCC for a sound system in All Saints Church. | John Ward & Clive Stretton | 23 February 2017 |

Thursday 19 January 2017. Minutes of Sheepy Parish Neighbourhood Plan Steering Group.

| | | | |
|--|--|--|--|
| | | | |
| | | | |

| Ref No. | Closed Actions | Responsible | Date |
|----------------|--|--------------------|--------------------------------|
| 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 |
| 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 |
| 17/11/16/08 | 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 |

Thursday 19 January 2017. Minutes of Sheepy Parish Neighbourhood Plan Steering Group.

| | | | |
|-------------|---|----------------|--------------------|
| 13/12/16-01 | Vice Chair to obtain most current Questionnaire Data from RCC, incorporate the Young Person's Questionnaire feedback, make the necessary changes to the analysis, normalise it and forward the updated analysis and metrics to the Communications Officer. | John Ward | ASAP |
| 13/12/16-02 | Secretary to check to see if there is any change to the 'Total dwellings (39) either completed or committed' with reference to Sheepy Parish requirement to deliver a minimum of 20 dwellings as defined by HBBC Core Strategy 2009-2026, as stated in the Questionnaire at the time of Print. Secretary to inform the Communications Officer of any change, so as to be included in the Interim Summary. | Clive Stretton | ASAP |
| 13/12/16-03 | Communications Officer to incorporate the updated analysis and metrics, (see action 13/12/16-02) and make amendments and additions to the draft, as suggested by the Steering Group and then to circulate this new draft to the Steering Group for comments/ approval. | Kate Gardiner | Early January 2017 |
| 13/12/16-05 | Vice Chair to obtain fresh quotes for scanning the completed questionnaires and circulate to the steering group for comment/approval ready to be submitted to the Parish Council for Approval. | John Ward | 19 January 2017 |
| 13/12/16-06 | Secretary to take the spare unused questionnaire to be re-cycled. | Clive Stretton | 19 January 2017 |
| | | | |
| | | | |
| | | | |