

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 5 th May 2016 – 7.30pm		Venue: Cock Inn - Sibson		
Attendance: Geoff Bingham, Keith Dixon, Kate Gardiner, Andrea Johnson (Chair), Tom Johnson, Anne Parkinson, Deborah Roberts, Brian Screatton (Finance Officer), Clive Stretton (Secretary) and John Ward.		Apologies: Mick Toogood (Vice Chair) and Rob Ward		
Minutes taken by: Clive Stretton				
Declaration of Interest: None				
Item	Raised by	Discussion & Decision		
Attendance & Apologies	Chair	10 present . 2 apologies		
Minutes of Previous Meeting	Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 7 th April 2016 were agreed and signed by the Chair as a true record.		
Matters Arising.	Chair	<p>10/03/16-03- Communications Officer to bring the website proposal from Expand Digital to the next Steering Group meeting. Completed & Closed</p> <p>10/03/16-07- Chair to contact HBBC, following the funding meeting between HBBC and John Preston. Completed & Closed. Meeting scheduled for 12 May 2016 between HBBC and RCC.</p> <p>10/03/16-08- Andrea Johnson, Rob Ward & Geoff Bingham to form a sub group to look at writing a bid to be submitted to “Locality”, via the Parish Council, to fund the services of a Planning Consultant. Completed & Closed. See Locality Bid under Item 6 – Budget.</p> <p>7/04/16-01-Rob Ward to lead the group for action 10/03/16-08. Completed</p> <p>7/04/16-02-Kate Gardiner to send the “Planning Consultant Vetting Criteria” to the Clerk to the Parish Council by 3rd May 2016. Completed & Closed</p> <p>7/04/16-03-John Ward to investigate references for Planning Consultants that meet our “Planning Consultant Vetting Criteria”. Completed & Closed</p>		

Thursday 5th May 2016. Minutes of Sheepy Parish Neighbourhood Plan Steering Group.

	<p>7/04/16-04-John Ward to contact a member of Billesdon NP Steering Group to get an rough estimate of the cost of a consultant. Completed & Closed</p> <p>7/04/16-05-John Ward to contact Colin Wilkinson (PlanitX), one of the Consultant candidates, to arrange a meeting/ interview with him on Wednesday 20th April 2016-7.30pm Cock Inn. Completed & Closed</p> <p>7/04/16-06-John Ward to check and confirm with secretary, that a summary of the comments made about the sample questionnaires, has been distribute to all members of the Steering Group. Completed & Closed</p> <p>7/04/16-07-All Questionnaire sub groups to adopt the “Barrow upon Soar” format when compiling their section. Completed & Closed</p> <p>10/03/16-11- To decide on a format for the questionnaire, whether it be paper and/or electronic. Decision made that the Questionnaire will have a paper format. No decision was made about an electronic version. Open.</p> <p>10/03/16-12- To decide who will receive a copy of the questionnaire to complete. Discussion whether it one per household or one per person. Decided by a vote. Questionnaire will be one per person, who is 18 years or older, on the 1st January 2017. The ‘Young Persons’ version will be for people below this age. Also decided by vote. The ‘Young Persons’ version will be a separate Questionnaire. Completed & Closed.</p> <p>10/03/16-13- Andrea Johnson, Mick Toogood, Rob Ward and Jim Aldridge to form a sub group to produce the introduction to the questionnaire by 30 April 2016. Completed & Closed.</p> <p>7/04/16-08 Mick Toogood to lead the sub group for action 10/03/16-13 Completed & Closed.</p> <p>10/03/16-14- Anne Parkinson, Mick Toogood and Rob Ward to form a sub group to produce the section on “Environment”, “Flooding”, “Renewable Energy”, “Open Green Spaces” and “Public Rights Of Way” for the questionnaire by 30 April 2016. Completed & Closed.</p> <p>7/04/16-09 Rob Ward to lead the sub group for action 10/03/16-14 Completed & Closed.</p> <p>10/03/16-15- John Ward, Clive Stretton, Anne Parkinson, and Tom Johnson to form a sub group to produce the section on “Housing” and “History & Heritage for the questionnaire by 30 April 2016. Completed & Closed.</p> <p>7/04/16-10 Clive Stretton to lead the sub group for action 10/03/16-15 Completed & Closed.</p> <p>10/03/16-16- Andrea Johnson, Geoff Bingham and Clive Stretton to form a sub group to produce the section on “Traffic & Transport” for the questionnaire by 30 April 2016. Completed & Closed.</p> <p>7/04/16-11 Geoff Bingham to lead the sub group for action 10/03/16-16 Completed & Closed.</p> <p>10/03/16-17- Kate Gardiner, Deborah Roberts, Keith Dixon, Tom Johnson and Brian Screation to form a sub group to produce the section on “Facilities & Services” and “Employment/Business/Economy” for the questionnaire by 30 April 2016. Completed & Closed.</p> <p>7/04/16-12 Deborah Roberts to lead the sub group for action 10/03/16-17 Completed & Closed.</p> <p>10/03/16-18- Andrea Johnson, Mick Toogood and Rob Ward to form a sub group to produce the section on “Children’s views” for the questionnaire by 30 April 2016. Completed & Closed.</p> <p>7/04/16-13 Andrea Johnson to lead the sub group for action 10/03/16-18 Completed & Closed.</p>			
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	<p>10/03/16-19- Formation of a sub group to take overall responsibility for the questionnaire to be decided at the next steering group meeting. Completed & Closed.</p> <p>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 11th May 2016.</p> <p>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 11th May 2016.</p> <p>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.</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.</p> <p>7/04/16-14 – Kate Gardiner to supply Clerk to the Parish Council, the criteria for the selection of the provider to digitise and index the questionnaire. Completed & Closed.</p> <p>7/04/16-15- Chair to include in future reports to the Parish Council, how the Steering Group has communicated with the Parishioners. Completed & Closed.</p> <p>7/04/16-16- Chair to include in future reports to the Parish Council a copy of the current NP Project Plan. Completed & Closed.</p> <p>7/04/16-17- Chair to include in future reports to the Parish Council a copy of the current NP Budget. Completed & Closed.</p> <p>7/04/16-18-Finance Officer to produce a revised budget for 2016/17 to include the headings “Item”, “Amount” and “Source”. Completed & Closed.</p> <p>7/04/16-19-Finance Officer to provide Chair with a revised budget to be submitted to the Parish Council. Completed & Closed.</p> <p>7/04/16-20-Finance Officer to sign off expense claims on a monthly basis in order that they can be submitted to the Clerk of the Parish Council. Completed & Closed.</p> <p>7/04/16-21-Planning Consultant sub group to provide Finance Officer with an estimated cost for a Planning Consultant, in order for the finance officer to include this amount in the budget. Completed & Closed.</p> <p>7/04/16-22-Communications Officer to produce draft format of website by mid April 2016. Completed & Closed.</p> <p>See Item 7 – Communication report</p> <p>7/04/16-23- Communications Officer to email a copy of the banner to members of the steering group. Also to email copies of the Communications report -April 2016. Completed & Closed.</p> <p>7/04/16-24-Steering Group to review the draft content and format for the banner and provide any feedback to the communications Officer by Friday 22nd April 2016. Completed & Closed.</p> <p>7/04/16-25-Communications Officer to finalise banner and bring the final format to the next Steering Group</p>			
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		Meeting for approval. Completed & Closed. See Item 7 – Communications report.		
Project Plan	John Ward	John Ward has contacted RCC who have agreed to build our questionnaire as a database into the SNAP Questionnaire/Database package during the first week of June 2016. It was further noted that the scheduled time for the referendum may need to be put back due to a statutory consultation time.		
Feedback from Parish Council	Chair	See report to the Parish Council 28th April 2016. A member of the Parish Council, with reference to NP Budget to 31 st March 2017, suggested that the National Lottery as a source of funding needed to be removed at present.		
Budget	Finance Officer	See Budget for Year Ended 31 st March 2017. Finance Officer pointed out that Rec should read RCC. Also noted that Questionnaire Scanning funding source should read PC not RCC. Communications Officer had received the quote from Expand Digital, that the ‘Computer Software, Website Development ‘ would be £399 and Website Maintenance £65pa. Locality Bid. 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. John Ward had supplied the Sub Group, responsible for writing the Locality bid, (see 10/03/16-08), with the estimate from the consultant (Planit-x) (Estimate dated 24/04/2106, Estimate number EST000054), highlighting the services required of the consultant, over the next 6 months, in line with the Project Plan. It was noted that the locality bid requires Quotes not Estimates. 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. 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. 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.		
Communications Report	Communications Officer	“Communications Report – May2016” was discussed. The website domain name has been obtained. www.SheepyParishNeighbourhoodPlan.com The format of the website agreed with Expand Digital and website to be completed by 31 st May 2016. Twitter & Facebook have been updated. Gazette – 5/05/16-09-Communications Officer: Gazette- May article to include information about the Questionnaire to be distributed to the Parish Early Summer. Banner – The Steering Group agreed on the format of the banner as supplied by the communications officer.		

		<p>Expand digital have quoted £54 (inc VAT) to produce the banner. It was agreed that the Questionnaire should include photographs of the Parish and that the production of the banner be deferred until we have agreed on the photographs to be used in the questionnaire.</p> <p>It was recommended that the Steering Group ask Expand Digital to produce 2 banners using the same photographs as to be used in the questionnaire. It was noted that we need the banners available for the Queen's Birthday Celebrations on 12th June 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.</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.</p>			
Evidence Database	Deborah Roberts	<p>It was noted that RCC are updating their database.</p> <p>5/05/16-12- Deborah Roberts to bring our database up to date by next meeting.</p>			
Raid Log (Key Risks)	Chair	Review at next meeting			
NP Network Event 24 th May County Hall	Chair	<p>The Neighbourhood Planning Network Event will be held at 5.30pm on Tuesday 24 May 2016 in the Sparkenhoe Committee Room at County Hall, Glenfield. The evening will cover a variety of topics from guest speakers and also give attendees the opportunity to listen to, or share experiences of neighbourhood planning .</p> <p>5/05/16-13-Anyone interested in attending the NP Network Event 24th May County Hall to notify the Secretary by 11th May 2016.</p>			
AOB	Chair	None			
Meeting Dates	Secretary	<p>Next Meeting: Thursday 26th May 2016-7.30pm –Cock Inn, Sibson</p> <p>Future Meetings: Thursday 9th June 2016.</p>			

Ref No.	Open Actions	Responsible	Deadline
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 th 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 th 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
5/05/16-04	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
5/05/16-05	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

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Ref No.	Closed Actions	Responsible	Date
10/03/16-03	Communications Officer to bring the website proposal from Expand Digital to the next Steering Group meeting.	Kate Gardiner	7 April 2016
10/03/16-07	Chair to contact HBBC, following the funding meeting between HBBC and John Preston.	Andrea Johnson	
10/03/16-08	Andrea Johnson, Rob Ward & Geoff Bingham to form a sub group to look at writing a bid to be submitted to "Locality", via the Parish Council, to fund the services of a Planning Consultant.	(Andrea Johnson) Rob Ward	7 April 2016
7/04/16-01	Rob Ward to lead the group for action 10/03/16-08.	Rob Ward	5 May 2016
7/04/16-02	Kate Gardiner to send the "Planning Consultant Vetting Criteria" to the Clerk to the Parish Council by 3 rd May 2016.	Kate Gardiner	3 May 2016
7/04/16-03	John Ward to investigate references for Planning Consultants that meet our "Planning Consultant Vetting Criteria".	John Ward	20 April
7/04/16-04	John Ward to contact a member of Billesdon NP Steering Group to get an rough estimate of the cost of a consultant.	John Ward	7 May 2016
7/04/16-05	John Ward to contact Colin Wilkinson (PlanitX), one of the Consultant candidates, to arrange a meeting/ interview with him on Wednesday 20 th April 2016-7.30pm Cock Inn.	John Ward	20 April 2016
7/04/16-06	John Ward to check and confirm with secretary, that a summary of the comments made about the sample questionnaires, has been distribute to all members of the Steering Group.	John Ward	30 April
7/04/16-07	All Questionnaire sub groups to adopt the "Barrow upon Soar" format when compiling their section.	Steering Group	30 April
10/03/16-12	To decide who will receive a copy of the questionnaire to complete.	Steering Group	26 May 2016
10/03/16-13	Andrea Johnson, Mick Toogood, Rob Ward and Jim Aldridge to form a sub group to produce the introduction to the questionnaire by 30 April 2016.	Andrea Johnson, Mick Toogood, Rob Ward , Jim Aldridge	30 April 2016.
7/04/16-08	Mick Toogood to lead the sub group for action 10/03/16-13	Mick Toogood	30 April 2016
10/03/16-14	Anne Parkinson, Mick Toogood and Rob Ward to form a sub group to produce the section on "Environment", "Flooding", "Renewable Energy", "Open Green Spaces" and "Public Rights Of Way" for the questionnaire by 30 April 2016.	Anne Parkinson, Mick Toogood , Rob Ward	30 April 2016.
7/04/16-09	Rob Ward to lead the sub group for action 10/03/16-14	Rob Ward	30 April 2016.
10/03/16-15	John Ward, Clive Stretton, Anne Parkinson, and Tom Johnson to form a sub group to	John Ward, Clive	30 April 2016.

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	produce the section on "Housing" and "History & Heritage for the questionnaire by 30 April 2016.	Stretton , Anne Parkinson, Tom Johnson	
7/04/16-10	Clive Stretton to lead the sub group for action 10/03/16-15	Clive Stretton	30 April 2016.
10/03/16-16	Andrea Johnson, Geoff Bingham and Clive Stretton to form a sub group to produce the section on "Traffic & Transport" for the questionnaire by 30 April 2016.	Andrea Johnson, Geoff Bingham , Clive Stretton	30 April 2016.
7/04/16-11	Geoff Bingham to lead the sub group for action 10/03/16-16	Geoff Bingham	30 April 2016.
10/03/16-17	Kate Gardiner, Deborah Roberts, Keith Dixon, Tom Johnson and Brian Screatton to form a sub group to produce the section on "Facilities & Services" and "Employment/Business/Economy" for the questionnaire by 30 April 2016.	Kate Gardiner, Deborah Roberts , Keith Dixon, Tom Johnson and Brian Screatton	30 April 2016.
7/04/16-12	Deborah Roberts to lead the sub group for action 10/03/16-17	Deborah Roberts	30 April 2016.
10/03/16-18	Andrea Johnson, Mick Toogood and Rob Ward to form a sub group to produce the section on "Children's views" for the questionnaire by 30 April 2016.	Andrea Johnson , Mick Toogood, Rob Ward	30 April 2016.
7/04/16-13	Andrea Johnson to lead the sub group for action 10/03/16-18	Andrea Johnson	30 April 2016.
10/03/16-19	Formation of a sub group to take overall responsibility for the questionnaire to be decided at the next steering group meeting.	Steering Group	7 April 2016
7/04/16-14	Kate Gardiner to supply Clerk to the Parish Council, the criteria for the selection of the provider to digitise and index the questionnaire.	Kate Gardiner	3 May 2016
7/04/16-15	Chair to include in future reports to the Parish Council, how the Steering Group has communicated with the Parishioners.	Andrea Johnson	3 May 2016
7/04/16-16	Chair to include in future reports to the Parish Council a copy of the current NP Project Plan.	Andrea Johnson	3 May 2016
7/04/16-17	Chair to include in future reports to the Parish Council a copy of the current NP Budget.	Andrea Johnson	3 May 2016
7/04/16-18	Finance Officer to produce a revised budget for 2016/17 to include the headings "Item", "Amount" and "Source".	Brian Screatton	3 May 2016
7/04/16-19	Finance Officer to provide Chair with a revised budget to be submitted to the Parish Council.	Brian Screatton	3 May 2016
7/04/16-20	Finance Officer to sign off expense claims on a monthly basis in order that they can be submitted to the Clerk of the Parish Council.	Brian Screatton	3 May 2016

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7/04/16-21	Planning Consultant sub group to provide Finance Officer with an estimated cost for a Planning Consultant, in order for the finance officer to include this amount in the budget.	John Ward	3 May 2016
7/04/16-22	Communications Officer to produce draft format of website by mid April 2016.	Kate Gardiner	22 April 2016
7/04/16-23	Communications Officer to email a copy of the banner to members of the steering group. Also to email copies of the Communications report -April 2016.	Kate Gardiner	ASAP
7/04/16-24	Steering Group to review the draft content and format for the banner and provide any feedback to the communications Officer by Friday 22nd April 2016.	Steering Group	22 April 2016
7/04/16-25	Communications Officer to finalise banner and bring the final format to the next Steering Group Meeting for approval.	Kate Gardiner	5 May 2016

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