

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 8 September 2016 – 7.30pm		Venue: Cock Inn - Sibson		
Attendance: Jessica Gurley, Kate Gardiner (Communications Officer), Andrea Johnson, Tom Johnson, Clive Stretton (Secretary), Mick Toogood (Chair), John Ward (Vice Chair) and Rob Ward (Finance Officer).		Apologies: Keith Dixon, Anne Parkinson and Deborah Roberts.		
Minutes taken by: Clive Stretton				
Declaration of Interest: None				
Item	Raised by	Discussion & Decision		
Attendance & Apologies	Chair	8 present . 3 apologies.		
Minutes of Previous Meeting	Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 11 th August 2016 were agreed and signed by the Chair as a true record.		
Matters Arising. (Open Actions for previous minutes))	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>21/07/16-01-Secretary to circulate the terms & conditions for the Locality Grant to all Steering Group Members. 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. Completed & Closed. Andrea Johnson presented a Data Protection Policy at the last Parish Council meeting. (Tuesday 6th September)</p> <p>21/07/16-03-Andrea Johnson to revisit the agreement with the RCC re: Data Protection. Completed & Closed.</p> <p>21/07/16-04-Andrea Johnson to devise a Data Protection agreement for use with Colin Wilkinson (PlanitX) Completed & Closed.</p>		

Thursday 8 September 2016. Minutes of Sheepy Parish Neighbourhood Plan Steering Group.

		<p>21/07/16-09- Anne Parkinson & Clive Stretton to discuss the distribution of Questionnaires to the Farms in the Parish. Completed & Closed.</p> <p>11/08/16-01-Vice Chair to send copies of the quotes for Printing/Scanning of the Questionnaire to Deborah Roberts. Completed & Closed.</p> <p>11/08/16-02- Chair to contact Andrea Johnson to ask about the progress made on a Data Protection Policy for the Neighbourhood Plan Steering Group. Completed & Closed.</p> <p>11/08/16-03-Vice Chair to send Printing & Scanning Invoice to the Clerk to the Parish Council. Completed & Closed.</p> <p>11/08/16-04-Secretary to distribute an approximate number of Questionnaires & Young Persons Questionnaires, together with the appropriate distribution/collection spread sheet to each distributor. Completed & Closed.</p> <p>11/08/16-05-Secretary to produce a 'prepared note' for distributors to deliver following successive unsuccessful attempts to deliver a questionnaire to a residence. Completed & Closed.</p> <p>11/08/16-06-Chair to supply Secretary with sufficient Teabags & Biscuits for distribution with the Questionnaires. Completed & Closed.</p> <p>11/08/16-07-Vice Chair to send members of the steering group the link to the RCC snap database in order to input some test data. Open – See agenda item Questionnaire Data Input</p> <p>11/08/16-08- Steering group members to assign a unique number to each questionnaire before data entry. Closed. See agenda item –Questionnaire Data Input</p> <p>11/08/16-09- Vice Chair to input Brian Screatons figures into this Financial Framework Spread Sheet and send it to Rob Ward (New Finance Officer). Completed & Closed.</p> <p>11/08/16-10-Finance Officer to look at revising the Neighbourhood Plan Terms Of Reference to be financially in line with that of the Parish Council. Completed & Closed.</p> <p>11/08/16-11-Secretary to add the revision of the Terms of Reference to the agenda of the next steering group meeting. Completed & Closed.</p> <p>11/08/16-12-Secretary to circulate the latest Terms of Reference for the next steering group meeting. Completed & Closed.</p> <p>11/08/16-13-Chair to send the latest 'Steering Group report to the Parish Council' to Deborah Roberts. Completed & Closed.</p>		
Project Plan	Vice Chair	<p>Web site creation now done and Minutes now on the website. Both can be changed to green.</p> <p>HBBC on going engagement –It was agreed the need to re-establish contact with HBBC.</p> <p>08/09/16-01-Chair to CC future monthly 'Reports to the Parish Council' to HBBC.</p> <p>Questionnaire stage is now running late. This is due to the unforeseen time required for the distribution of the Questionnaires. As a consequence, it would appear that the Questionnaire data input cannot be completed until the end of October with scanning and analysis in November. Consequently, the Policy Writing Workshop with Colin Wilkinson be moved to the end of October 2016.</p>	.	

		<p>08/09/16-02-Vice Chair to contact Colin Wilkinson with a suggested date of 20th October 2016 to run the Policy Writing Workshop.</p> <p>Possible completion of Neighbourhood plan now July/August 2017. These time frame changes to the project plan were accepted.</p> <p>08/09/16-03- Vice Chair to update Project Plan.</p> <p>08/09/16-04-Chair to inform the Parish Council of the updated project plan.</p> <p>08/09/16-05-Vice Chair to send update project plan to RCC.</p> <p>08/09/16-06- Vice Chair to investigate the need for a 'Post Questionnaire Public Forum' in October 2016.</p> <p>08/09/16-07-Vice Chair to send updated Project plan to Communications Officer</p> <p>08/09/16-08-Communications Officer to update the project plan on the website.</p>		
Questionnaire Distribution/Collection	Secretary	<p>The general consensus was the positive response from Parishioners to completing the Questionnaire. It was further agreed that the distribution and collection was very time consuming. Nevertheless, the percentage returned so far was encouraging.</p> <p>It was noted that the steering group are most grateful to Bibby Cormack, Chris Green & Dan Taylor for their help in assisting with the distribution and collection of the questionnaire.</p> <p>08/09/16-09-Steering group members to feedback to the secretary, on Sunday 18th September, a summary of the progress made on Questionnaire distribution and collection. This information to take the format of: Number of properties visited, Number of Questionnaires (Adult Version) distributed and collected, and Number of Young Persons Questionnaire distributed and collected.</p> <p>08/09/16-10-Secretary to offer steering group members assistance to any member who requests help to distribute/collect questionnaires.</p> <p>08/09/16-11- Secretary to email spare questionnaire distribution spread sheets to members of the steering group.</p>		
Questionnaire Data Input	Vice Chair	<p>RCC have built the two SNAP data bases. Discussions at the last steering group meeting have been acknowledged, and improvements have been made to the data bases. Concerns about the interim saving process as a questionnaire is being inputted, as it required involving email. This gives rise to a possible data protection issue and this possible risk should be conveyed to the Parish Council.</p> <p>08/09/16-12- Andrea Johnson to confirm with RCC that proposed Questionnaire data entry will have no issues regarding data protection.</p> <p>Discussion about input of sections on the questionnaire that had had no response by the parishioner.</p> <p>08/09/16-13-Vice Chair to check with RCC to see if, when inputting a questionnaire, any blank sections can be left blank or does a 'NO Response Button' need to be added to the database format.</p> <p>08/09/16-14-Steering Group members to test the RCC Questionnaire data bases and feed back to the Vice Chair.</p>		

		<p>It was noted that inputting test questionnaire data into the database had taken considerable time. Quick calculations estimated that the steering group may have to consider paying for additional data entry support, if we are to meet data input deadlines.</p> <p>08/09/16-15- Finance Officer to approach the Parish council for possible funding for Questionnaire data entry and to investigate quotes for this work.</p> <p>08/09/16-16-Vice Chair to investigate assigning unique numbers to the questionnaires for data entry.</p>		
Budget	Finance Officer	<p>The finance officer has emailed Brian Screamon (former finance officer) requesting budget information. To date, the finance officer has had no response to his email. However, the finance officer has received information from the Vice Chair of the Steering Group and also from the Clerk to the Parish Council.</p> <p>The Parish Council have paid £400 for the website.</p> <p>The cost of the printing of the questionnaires has also been paid by the Parish Council.</p> <p>At present, funding for the Neighbourhood plan is from the Parish Council and a grant from 'Locality'.</p> <p>08/09/16-17-Finance Officer to check the spending deadlines schedule of the Locality grant.</p> <p>It was stressed that, for any significant purchases, the Parish Council requires 3 quotes and a copy of the steering group minutes agreeing to the choice of supplier.</p> <p>The finance Officer, for the benefit of new members of the steering group, stated that the Parish Council has a standard format for claiming expenses.</p> <p>08/09/16-18- Secretary to re-circulate a copy of the 'Parish Council Expenses Claim Form' to steering group members.</p> <p>08/09/16-19-Any steering group member claiming expenses must submit their form to the Clerk to the Parish Council and CC to the Steering Group Finance Officer.</p>		
Communications Report	Communications Officer	<p>Twitter & Facebook have been updated.</p> <p>Website: All changes, since the last steering group meeting, have now been made. A secure page has been created for Steering Group Members use only.</p> <p>08/09/16-20- Communications Officer to supply password, allowing access to the secure page on the website, to steering group members.</p> <p>Any emails, using the 'Contact Section', on the website will be sent to the secretary.</p> <p>Evidence from steering group members distributing the questionnaire, suggests that not all Parishioners are aware of the Neighbourhood Plan.</p> <p>Communications Officer has offered to produce a 'Promoting Our Website' flyer to give out when we collect in the questionnaires, with the possibility of adding a request to the flyer asking if any Parishioners would like to assist/join the steering group.</p>		

		<p>08/09/16-21- Secretary to locate the list/s of Parishioners who offered to assist with the Neighbourhood plan at the various Neighbourhood Plan public meetings held in the Parish. This list to be produced ready for the next steering group meeting.</p> <p>Rob Ward, whilst delivering questionnaires, has met two Parishioners in Sheepy Parva, who had expressed an interest in assisting with the Neighbourhood plan</p> <p>08/09/16-22-Communications Officer to add current Steering Group Minutes to the website.</p> <p>08/09/16-23- Secretary to continue to circulate the current minutes to the Clerk to the Parish Council.</p> <p>It was noted that 'Expand Digital' have been most helpful.</p>		
Evidence Data Base	Chair	08/09/16-24- Chair to forward to members of the steering group, the current summary of the Evidence Data Base, as supplied to him by Deborah Roberts, prior to this meeting.		
Raid Log	Andrea Johnson	<p>08/09/16-25-Andrea Johnson to re-visit the time frames on the Raid Log to bring into line with the Project Plan.</p> <p>08/09/16-26-Andrea Johnson to change the name of the finance officer to Rob Ward on the Raid Log.</p>		
Revisal of Terms Of Reference	Chair	<p>The Neighbourhood Plan finance section, in the Terms of Reference, needs to be consistent with that of the Parish Council.</p> <p>08/09/16-27-Finance Officer to amend the finance paragraph, in our' Terms Of Reference', in order that it be consistent with that of the Parish Council. This amended paragraph to be sent to the secretary.</p> <p>08/09/16-28-Secretary to circulate the amended 'Terms Of Reference' paragraph (action 08/09/16-22) to members of the steering group for approval at the next steering group meeting.</p>		
AOB	Chair	<p>Banner – 'Expand Digital' have made improvements to our draft banner and are waiting for the decision on which photographs to use.</p> <p>08/09/16-29- Communications Officer to select the photographs from our website to use on the banner.</p> <p>Witherley Neighbourhood Plan Meeting – 30th September 2016. Debbie Roberts, Mick Toogood & Clive Stretton have offered to attend and give a 10 minute presentation on our experience to date. Mick Toogood is in contact with Witherley Parish Council with reference to this meeting.</p>		
Meeting Dates	Secretary	<p>Next Meeting: Thursday 13th October 2016 -7.30pm –Cock Inn, Sibson</p> <p>Future Meetings: Thursday 10th November 2016 Thursday 8th December 2016</p>		

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
11/08/16-07	Vice Chair to send members of the steering group the link to the RCC snap database in order to input some test data.	John Ward	September 2016
08/09/16-01	Chair to CC future monthly 'Reports to the Parish Council' to HBBC.	Mick Toogood	On going
08/09/16-02	Vice Chair to contact Colin Wilkinson with a suggested date of 20 th October 2016 to run the Policy Writing Workshop.	John Ward	ASAP
08/09/16-03	Vice Chair to update Project Plan	John Ward	ASAP
08/09/16-04	Chair to inform the Parish Council of the updated project plan.	Mick Toogood	4 th October 16
08/09/16-05	Vice Chair to send update project plan to RCC .	John Ward	ASAP
08/09/16-06	Vice Chair to investigate the need for a 'Post Questionnaire Public Forum' in October 16.	John Ward	13 October 16
08/09/16-07	Vice Chair to send updated Project plan to Communications Officer	John Ward	ASAP
08/09/16-08	Communications Officer to update the project plan on the website.	Kate Gardiner	October 2016
08/09/16-09	Steering group members to feedback to the secretary, on Sunday 18 th September, a summary of the progress made on Questionnaire distribution and collection. This information to take the format of: Number of properties visited, Number of Questionnaires (Adult Version) distributed and collected, and Number of Young Persons Questionnaire distributed and collected.	Steering Group members	18 th September 2016
08/09/16-10	Secretary to offer steering group members assistance to any member who requests help to distribute/collect questionnaires.	CliveStretton/ Steering Group	13 October 2016
08/09/16-11	Secretary to email spare questionnaire distribution spread sheets to members of the steering group.	John Ward	ASAP
08/09/16-12	Andrea Johnson to confirm with RCC that proposed Questionnaire data entry will have no issues regarding data protection.	Andrea Johnson	ASAP
08/09/16-13	Vice Chair to check with RCC to see if, when inputting a questionnaire, any blank sections can be left blank or does a 'NO Response Button' need to be added to the database format.	John Ward	ASAP
08/09/16-14	Steering Group members to test the RCC Questionnaire data bases and feed back to the Vice Chair.	Steering Group	September 16
08/09/16-15	Finance Officer to approach the Parish council for possible funding for Questionnaire data entry and to investigate quotes for this work.	Rob Ward	13 October 16

Thursday 8 September 2016. Minutes of Sheepy Parish Neighbourhood Plan Steering Group.

08/09/16-16	Vice Chair to investigate assigning unique numbers to the questionnaires for data entry.	John Ward	13 October 16
08/09/16-17	Finance Officer to check the spending deadlines schedule of the Locality grant.	Rob Ward	13 October 16
08/09/16-18	Secretary to re-circulate a copy of the 'Parish Council Expenses Claim Form' to steering group members.	Clive Stretton	13 October 2016
08/09/16-19	Any steering group member claiming expenses must submit their form to the Clerk to the Parish Council and CC to the Steering Group Finance Officer.	Steering Group	On going
08/09/16-20	Communications Officer to supply password, allowing access to the secure page on the website, to steering group members.	Kate Gardiner	13 October 2016
08/09/16-21	Secretary to locate the list/s of Parishioners who offered to assist with the Neighbourhood plan at the various Neighbourhood Plan public meetings held in the Parish. This list to be produced ready for the next steering group meeting.	Clive Stretton	13 October 2016
08/09/16-22	Communications Officer to add current Steering Group Minutes to the website.	Kate Gardiner	13 October 16
08/09/16-23	Secretary to continue to circulate the current minutes to the Clerk to the Parish Council.	Clive Stretton	On going
08/09/16-24	Chair to forward to members of the steering group, the current summary of the Evidence Data Base, as supplied to him by Deborah Roberts, prior to this meeting.	Mick Toogood	13 October 2016
08/09/16-25	Andrea Johnson to re-visit the time frames on the Raid Log to bring into line with the Project Plan.	Andrea Johnson	13 October 2016
08/09/16-26	Andrea Johnson to change the name of the finance officer to Rob Ward on the Raid Log.	Andrea Johnson	13 October 16
08/09/16-27	Finance Officer to amend the finance paragraph, in our 'Terms Of Reference', in order that it be consistent with that of the Parish Council. This amended paragraph to be sent to the secretary.	Rob Ward	12 October 2016
08/09/16-28	Secretary to circulate the amended 'Terms Of Reference' paragraph (action 08/09/16-22) to members of the steering group for approval at the next steering group meeting.	Clive Stretton	13 October 2016
08/09/16-29	Communications Officer to select the photographs from our website to use on the banner.	Kate Gardiner	13 October 2016

Ref No.	Closed Actions	Responsible	Date
21/07/16-01	Secretary to circulate the terms & conditions for the Locality Grant to all Steering Group Members.	Clive Stretton	11 August 2016

Thursday 8 September 2016. Minutes of Sheepy Parish Neighbourhood Plan Steering Group.

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
21/07/16-09	Anne Parkinson & Clive Stretton to discuss the distribution of Questionnaires to the Farms in the Parish.	Anne Parkinson & Clive Stretton	11 August 2016
11/08/16-01	Vice Chair to send copies of the quotes for Printing/Scanning of the Questionnaire to Deborah Roberts.	John Ward	8 September 2016
11/08/16-02	Chair to contact Andrea Johnson to ask about the progress made on a Data Protection Policy for the Neighbourhood Plan Steering Group.	Mick Toogood	8 September 2016
11/08/16-03	Vice Chair to send Printing & Scanning Invoice to the Clerk to the Parish Council.	John Ward	5 th September 2016
11/08/16-04	Secretary to distribute an approximate number of Questionnaires & Young Persons Questionnaires, together with the appropriate distribution/collection spread sheet to each distributor.	Clive Stretton	ASAP
11/08/16-05	Secretary to produce a 'prepared note' for distributors to deliver following successive unsuccessful attempts to deliver a questionnaire to a residence.	Clive Stretton	ASAP
11/08/16-06	Chair to supply Secretary with sufficient Teabags & Biscuits for distribution with the Questionnaires	Mick Toogood	ASAP
11/08/16-08	Steering group members to assign a unique number to each questionnaire before data entry.	Steering Group	September/October 2016
11/08/16-09	Vice Chair to input Brian Sreatons figures into this Financial Framework Spread Sheet and send it to Rob Ward (New Finance Officer).	John Ward	8 September 2016
11/08/16-10	Finance Officer to look at revising the Neighbourhood Plan Terms Of Reference to be financially in line with that of the Parish Council.	Rob Ward	8 September 2016
11/08/16-11	Secretary to add the revisal of the Terms of Reference to the agenda of the next steering group meeting.	Clive Stretton	8 September 2016
11/08/16-12	Secretary to circulate the latest Terms of Reference for the next steering group meeting.	Clive Stretton	8 September 2016
11/08/16-13	Chair to send the latest 'Steering Group report to the Parish Council' to Deborah Roberts.	Mick Toogood	8 September 2016

Thursday 8 September 2016. Minutes of Sheepy Parish Neighbourhood Plan Steering Group.

