

**RUDDINGTON
PARISH COUNCIL**

St. Peter's Rooms, Church Street,
Ruddington, Nottingham. NG11 6HA



Neighbourhood Plan Project Team Meeting

Date: Tuesday 1st May 2018
Commencing at 7:30pm.

Venue: St Peter's Rooms
Church Street

You are requested to attend a meeting of the above Sub-Committee which is to be held at the time/place and on the date mentioned above for the purpose of transacting the business on the agenda below. The order of business may be changed.

Please note: This meeting will be recorded.

A handwritten signature in black ink, appearing to read 'S. Doran'.

Clerk to the Council

AGENDA

1. Election of Chairman
2. Apologies for absence
3. Declarations of members' interests and dispensations from non-participation
4. To confirm the minutes of meeting held on 26th March 2018
5. MOTION FOR ADJOURNMENT - during the adjournment members of the public may make statements on agenda items
6. Action List Update (encl.-)
7. Update from Consultant Focus Group – if any
8. To decide whether to agree to apply for Grant Funding
9. Update from Marketing & Community Engagement Focus Group
10. To decide whether to agree to Marketing & Community Engagement Focus Group's recommendation in respect of the design and printing of the materials for the consultation
11. Social Media Policy – To decide whether to adopt the Social Media Policy
12. Privacy Policy – To decide whether to adopt a privacy policy
13. MOTION FOR ADJOURNMENT - Question & Answer Session (Maximum length 30mins)
14. Date of Next Meeting: 24th May 2018

Minutes of the Neighbourhood Plan Project Team meeting
Held at St Peter's Rooms on Tuesday 27th March 2018 at 7.30 p.m.

Membership

	Mrs Y Lishman	Chairman
	M Pinks	Secretary
	P Reedman	Project Manager
	Mike Ader	
	Tom Anderson	
	Helen Beal	
	Jennifer Boniface	
A	Tom Flint	
	Cath Haywood	
A	Joanna Jagiello	
A	Peter Johnson Marshall	
	Johnathan Smith	
	Gavin Walker	
	Ian Wilson	

Persons absent are marked 'A'

Persons representing the Parish Council on other business are marked 'O'

Also in Attendance

Claire Dorans Parish Clerk
1 member of the
public

NP. 18/03/01 Apologies for Absence

Apologies for absence were received from Tom Flint, Joanna Jagiello & Peter Johnson Marshall

NP. 18/03/02 Declaration of Member's Interests and Dispensations for non-participation

None declared.

NP. 18/03/03 Minutes

The minutes of the meeting held on 20th February 2018, having previously been circulated, were confirmed as a correct record and signed by the Chairman.

NP. 18/03/04 Motion for Adjournment

No members of the public wished to speak.

Committee in Session

NP. 18/03/05 Action List Update

None

NP. 18/03/06 Meeting with Urban Imprint

Meeting went very well. Was impressed that they had done their local research prior to the meeting. Urban Imprint were happy with the work on the questionnaire and the method and would be supporting the initial consultation days on the 5th & 9th June 2018.

NP. 18/03/07 Update from Consultant Focus Group

Had taken Urban Imprint to key points within Ruddington to enable them to get a feel for Ruddington and had pointed out further areas for them to visit in their vehicle. Was impressed with the background work the Urban Imprint had done to familiarise themselves with Ruddington and the issues faced.

NP. 18/03/08 Recommendation from Consultant Focus Group

None

NP. 18/03/09 Update from Marketing & Community Engagement Focus Group

The website was up and running, a request for photographs of the Project Team Members for the website was requested. A discussion regarding Parish Council policies in respect of social media and web site usage took place.

NP. 18/03/10 Recommendation from Marketing & Community Engagement Focus Group

None

NP. 18/03/11 Annual Parish Meeting

Resolved that a presentation regarding the Neighbourhood Plan and the upcoming consultation would be delivered at the Annual Parish Meeting on 17th April 2018.

NP. 18/03/12 Question & Answer Sessions

Resolved that an item will be included on the agenda to allow a 30 minute(maximum) Q&A Session.

NP. Livestreaming Meetings

Resolved that livestreaming meetings would not take place due to the slow wi-fi at St Peter's Rooms

NP. Grant Decisions

Resolved that the Consultant Focus Group would project manage the budget allocated by the Parish Council for the 18-19 financial year.

Date of Next Meeting: Tuesday 1st May & Thursday 24th May 2018 7.30pm
St Peters Rooms
Meeting closed at 9pm

Committee Chairman

Neighbourhood Plan Project Team Meeting Action List		Agenda Item 6 Updated to 25 th April 2018
<u>NP. 17/11/12 Media Strategy</u>		
5. Create a Neighbourhood Plan page on the Parish Council website	PCO	Complete
<u>NP. 17/12/10 Next Steps</u>		
2. Neighbourhood Plan webpage to be added to the Parish Council website	PCO	Complete
<u>NP. 18/03/11 Annual Parish Meeting</u>		
Resolved that a presentation regarding the Neighbourhood Plan and the upcoming consultation would be delivered at the Annual Parish Meeting on 17 th April 2018.	PR	Complete
<u>NP. 18/03/12 Question & Answer Sessions</u>		
Resolved that an item will be included on the agenda to allow a 30 minute(maximum) Q&A Session.	PCO	Complete

PCO = Parish Council Office

MA = Mike Ader

HB = Helen Beal

GW = Gavin Walker

JB = Jennifer Boniface

TF = Tom Flint

CH = Cath Haywood

PR = Paul Reedman

JJ = Joanna Jagiello

JS = Johnathan Smith

IW = Ian Wilson

PJM = Peter Johnson Marshall

MP = Mark Pinks

TA = Tom Anderson

Neighbourhood Plan Project Team

Agenda Item 08

Topic: Grant Funding

01/05/2018

Purpose

To decide whether to apply for Grant Funding.

Background

Applications are now open for Neighbourhood Support Grants for the period 2018 – 2022. Groups can apply for a maximum of £9,000 or an extra £8,000 if technical support is required.

Considerations

Once granted the funding has to be spend within a year so it is essential that only the amount that can be spend in that timeframe is applied for, more than one application can be submitted.

Recommendation

It is recommended that: The Clerk is given delegated responsibility to apply for the grant in stages as is necessary, reporting to the Consultant Focus Group at each stage in regards to how much has been applied for and when amounts have been approved by the funding body.

Ruddington Neighbourhood Plan Social Media and Website Moderation Policy

The aim of this policy is to set out a Code of Practice to provide guidance for the Ruddington Neighbourhood Plan Project Team (the “Team”) and Ruddington Parish Council Clerk (the “Clerk”) in the use of online communications, collectively referred to as social media, for the purposes of the Ruddington Neighbourhood Plan project. It is also intended for guidance for others communicating with the Ruddington Neighbourhood Plan Project. Social media is a collective term used to describe methods of publishing on the internet. The policy covers all forms of social media and social networking sites which include (but are not limited to):

- The Ruddington Neighbourhood Plan Website (the “Website”)
- Facebook and other social networking sites
- Twitter and other micro-blogging sites
- Youtube and other video clip sites
- Blogs and discussion forums
- Ruddington Neighbourhood Plan and Parish Council Emails

Use of Social Media

The website and other forms of social media will be used to enhance existing communication channels. The Website and Facebook and Twitter pages intend to provide information and updates regarding activities pursuant to the Ruddington Neighbourhood Plan project, and promote the provision of positive input and comments from residents within the Parish.

The Policy

1. The Team will appoint three named team members, including one Parish Councillor, as moderators. They will be responsible for posting and monitoring of the content, ensuring that it complies with the Social Media Policy. The moderators will have authority to remove any posts made by third parties from our social media pages which are deemed to be of a defamatory, libellous nature. Such posts will also be reported to the hosts (e.g., Facebook).

2. The Team will appoint three named team members, including one Parish Councillor, as nominated “Webmasters” to maintain and update the Website. The Website may be used to

- Post minutes and dates of meetings
- Advertise events and activities
- Provide news stories
- Share information from partners i.e. Rushcliffe Borough Council, Locality, etc.
- Announce new information

Facebook and Twitter will be used to support the Website information above.

Emails will be used to distribute information of Ruddington Neighbourhood Plan business.

3. Guidance for Team members using the Ruddington Neighbourhood Plan Social Media Presence

Individual Team members are responsible for what they post. Team members are personally responsible for any online activity conducted via their Ruddington Neighbourhood Plan email address which is used for Ruddington Neighbourhood Plan business. Team members are recommended to have separate Ruddington Neighbourhood Plan and personal email addresses. When participating in any online communication;

- Be responsible and respectful; be direct, informative, brief and transparent.
- Always disclose your identity and affiliation to the Team. Never make false or misleading statements.
- Team members should not present themselves in a way that might cause embarrassment. All Team members need to be mindful of the information they post on sites and make sure personal opinions are not published as being that of the Team or bring the Ruddington Neighbourhood Plan project into disrepute or is contrary to the Policies of Ruddington Parish Council.
- Keep the tone of your comments respectful and informative, never condescending or "loud." Use sentence case format, not capital letters, or write in red to emphasis points.
- Never post controversial or potentially inflammatory remarks. Language that may be deemed as offensive relating in particular to race, sexuality, disability, gender, age or religion or belief should not be published on any social media site.
- Avoid personal attacks, online fights and hostile communications.
- Never use an individual's name unless you have written permission to do so.
- Permission to publish photographs or videos on social media sites should be sought from the persons or organisations in the video or photograph before being uploaded.
- Respect the privacy of other Team members and residents.
- Ensure that all posts and comments on the Website are in accordance with the Website's Privacy Policy.
- Ensure that all posts to external websites (Facebook, Twitter, etc.) are in accordance with the policies of that website.
- Do not post any information or conduct any online activity that may violate laws or regulations.
- Spell and grammar check everything.
- Correct any errors promptly.

4. Residents and Team members should note that not all communication requires a response.

- There will not always be immediate responses to communications as they may be discussed by the Team, and some responses may require agreement by the Team.
- The moderators will be responsible for all final published responses.
- If a matter needs further consideration it may be raised at a Team meeting with a quorum of members. Again the poster shall be informed via the page or direct message that this is the case.

Neighbourhood Plan Project Team

Agenda Item 12

Topic: Privacy Policy

01/05/2018

Purpose

To decide whether to approve a Privacy Policy.

Background

In accordance with the EU General Data Protection Regulations which come into effect on the 24th May 2018 it is necessary for the website to have a privacy notice.

Considerations

As the Neighbourhood Plan Project Team is a sub committee of the Parish Council it is proposed to use the same as the Parish Council will be using, adapted in the appropriate places(See attached).

Recommendation

It is recommended that: The Privacy Policy will be the same as the Parish Council's, adapted to ensure it is relevant to the Neighbourhood Plan Project Team and webpage.

Privacy Notice

This privacy notice is published in accordance with the EU General Data Protection Regulations (GDPR) which formally comes into effect on the 25 May 2018. This notice provides general information on the way in which the personal information you provide is managed and processed by Ruddington Parish Council (the 'data controller'). Depending on which Council services you use, you may be asked to provide additional agreement to specific uses in addition to this.

The Data Controller and Contact Details

Ruddington Parish Council is the Data Controller for the personal data you provide to the Council. The contact details for you to exercise any of your data protection rights or to raise any concerns you may have regarding your personal data are:

By post:

The Clerk,

Ruddington Parish Council,

St Peter's Rooms,

Ruddington,

Nottingham,

NG11 6HA

By email: office@ruddingtonparishcouncil.gov.uk

Tel: 0115 914 6660

Information we collect about you

We may collect and process the following data about you:

- Information provided voluntarily by you. For example, when you register for information, apply for a particular service or make a comment or complaint
- Information that you provide when you communicate with us by any means such as email, letter or telephone call
- Information collected using cookies on your computer about how you browse our website

Use of Your Personal Data

The information you have provided to the Council will be used by the Council in adherence with its statutory obligations, including enforcement action if required.

The Council is legally able to process your personal data:

- when you have freely and explicitly provided your consent to this processing or

- when the Council has a statutory duty to collect and process this information to provide the required service or undertake a statutory function.
- When your personal data forms part of a contract between you and the Council.

The consequence of you not providing personal information to the Council is that the Council will be unable to process your enquiry, assessment or application.

Sharing of Personal Data

The personal information you provide will not be shared for any other purpose unless required by law, to prevent or detect crime or to protect public funds.

The categories of organisations we may share your personal information with are:

- Statutory and other public bodies.
- measure how you use the website so it can be updated and improved based on your needs
- recognise the browser you use
- track new and returning users

Protecting Your Personal Data

Your unpublished personal data will be kept secure by the Council and will be kept within the European Economic Union (EEU). Where the Council uses a third party to store your personal data and it is stored outside of the UK/EEU, the Council will ensure that appropriate safeguards are in place to keep your personal data secure.

Keeping Your Personal Data

The Council will keep your personal data in accordance with the Council's retention schedule, unless you explicitly request it to be removed. This right to have your data removed is not an absolute right, for example, we will need to retain your data if this information forms part of a statutory or legal obligation, public registry or an existing contract.

What are cookies?

Our website puts small files (known as 'cookies') onto your computer to collect information about how you browse the Council's site. Cookies are used to:

You can disable cookies but this may have an impact on your experience when using the Council's website.

[Find out more about the cookies we use on this website](#)

[Find out more about how to manage cookies from your browser](#)

[Advice on cookies from the Information Commissioner's Office](#)

Your responsibilities

- Only provide personal information pertinent to its intended use or for the purpose of making a complaint, an application or notification for statutory requirements
- Tell us as soon as possible if any of the personal information you have provided has changed, e.g. your address or other contact details.

Your Rights

There are a number of rights that you may exercise depending on the legal basis for processing your personal data. In most cases, these rights are not absolute and there may be compelling or overriding legal reasons why the Council cannot meet these rights in full. This will be explained to you in more detail should you contact the Council for any of the reasons detailed below:

- request a copy of the personal information the Council holds about you;
- to have any inaccuracies corrected;
- to have your personal data erased;
- to place a restriction on the Council's processing of your data;
- to object to processing; and
- to request your data to be ported (data portability).

Where the processing of your personal data is based on your consent, in most circumstances you have the right to withdraw that consent at any time and the Council will act on your instructions.

If you have any concerns about how we process your personal data or wish to discuss how to exercise your rights, you should contact the Parish Clerk using the contact details above. You also have the right to make a complaint to the Council by contacting the Parish Office on 0115 914 6660.

Alternatively, you may wish to complain directly to the Information Commissioners Office. You can do this by writing to them at:

Information Commissioners' Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Telephone: 0303 123 1113.

Or you can report a concern at the following link:

<https://ico.org.uk/concerns/>

Privacy Policy

The following statement explains our policy regarding the personal information we collect about you when you visit the Ruddington Parish Council web site (www.ruddingtonparishcouncil.gov.uk). This information is used to improve the content of our web pages, to customise the content and/or layout of our page. We never sell, rent or share any of the information we collect by this method (except anonymous aggregate information) with any third party.

Information we collect as you browse our web site

Our web server automatically collects standard information, including your IP address, browser type, operating system and access times.

Sometimes we may use cookies to customise web page content based on your browser type, IP address or other anonymous information.

This website uses Google Analytics, a web analytics service provided by Google, Inc. ('Google'). Google Analytics uses 'cookies', which are text files placed on your computer, to help the website analyse how users use the site. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google on servers in the United States. Google will use this information for the purpose of evaluating your use of the website, compiling reports on website activity for website operators and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google. You may refuse the use of cookies by selecting the appropriate settings on your browser, however please note that if you do this you may not be able to use the full functionality of this website. By using this website, you consent to the processing of data about you by Google in the manner and for the purposes set out above. The Google Analytics Opt-out browser add-on lets website visitors choose not to send information about their website visit to Google Analytics. If you want to opt out of Analytics, visit the [Google Analytics Opt-out page](#) and install the add-on for your browser.

Cookie	Name	Type	Purpose	Expires
utma	Google Analytics (Website Statistics)	Persistent	This cookies allows Ruddington PC to identify a unique visitor. This helps us to identify popular sections on the website.	1 Year
utmb	Google Analytics (Website Statistics)	Persistent	Used to track a user session on our site. Records the time you enter our site.	30 Minutes
utmc	Google Analytics (Website Statistics)	Session	Used to track a session on our site. Records the time you leave our site. Together with utmb this tells us how long you spent on our site	When browser is closed
utmz	Google Analytics (Website Statistics)	Persistent	Used to track navigation through our site and where you came from to get there. This helps us to improve user experiences and make sure that the right content is being matched to search terms.	6 Months

About Cookies

Cookies are text files that identify your computer to our server. Cookies in themselves do not identify the individual user, just the computer used. Many web sites do this whenever a user visits their site in order to monitor visitor traffic.

Cookies themselves only record those areas of the site that have been visited by the computer in question, and for how long. Users have the opportunity to set their computers to accept all cookies, to notify them when a cookie is issued, or not to receive cookies at any time. The last of these, of course, means that certain personalised services cannot then be provided to that user.

If you do not wish to accept cookies on to your machine you can disable them by adjusting the settings on your browser. However this will affect the functionality of the websites you visit.

Use of optional information

On certain web pages, you may be asked to provide your name, e-mail address or other personal information. We will not use this information for any other purpose; it is never sold, rented or shared with any third party.

If you contact us by e-mail to request information, report a problem or provide feedback on our services we will only use the information you provide (including your e-mail address) to respond to your message. We do not share this information without requesting specific permission to do so.

Future developments

From time to time, we may use your information for new, unanticipated uses not previously disclosed in our privacy policy. If our information practices change at some time in the future we will post the policy changes on this page.

If you are concerned about how your information is used, you should check this page periodically. We will only use data collected from the time of the policy change onwards for these new purposes.

Security

We have appropriate security measures in place to protect against the loss, misuse or alteration of information we have collected from you.

These security measures include the necessary protection to prevent, as far as possible, access to our databases by parties other than Ruddington Parish Council.

Access to information

You have the right to request a copy of the personal information Ruddington Parish Council holds about you and to have any inaccuracies corrected. You can find more information on the [Freedom of information](#) page.

Feedback

If you feel this site is not following its stated information policy, you may contact us by using the rate this page form below.