

Saxilby With Ingleby NDP Steering Group

Notes from the meeting held on Thursday 12th November 2015.

1. **Attendees** Liz Hillman (Chair), Luke Brown (WLDC), Paul Roberts, Chris Hewis, Cath Cole, Louise Bembridge, Gerry Ives, Rosie Foster, Ray Parnell.
2. **Apologies** Karen Baty, Sue Holgate, Patrick Nicholson.
3. **Note taker** Ray Parnell.
4. **Notes from previous meeting** Notes from the meeting held on 29th October 2015 were agreed as a true record.
5. **Questionnaire/Housing Needs Assessment (HNA)/SurveyMonkey Update**

LH had sent all comments received to Community Lincs on Monday 9th November.

Comments about the routing through the SurveyMonkey version were noted, this would be tidied up in the final version. Both printed and online version of the survey would include a front page with pictures and a welcome from the NDP Steering Group. The 'have your say' theme would be maintained. The printed survey will be in colour as the additional costs were within the overall budget. The HNA will be included in a shorter form than originally proposed (around 10 questions had been cut).

Distribution of the printed survey would start on Tuesday 17th November. Collection boxes would be distributed around the village as previously discussed. AC has the boxes. CC agreed to deliver boxes to required locations.

6. **Banners/Posters/Raising Awareness**

A proposed design for the banners was discussed and approved. RP will email the final design to NDPSG members.

After discussion it was agreed to purchase 6 x banners (sizes TBC) to raise awareness of the survey (total cost not to exceed £250). PR agreed to place these in suitable locations around the village. RP will contact the Parish Clerk to arrange a PO/Invoice.

GI will produce posters and flyers for use at forthcoming village events, and will compile a list of events suitable for 'Raising Awareness' activities by members of the NDPSG. Existing boards, maps, etc will be used at these events. Residents should be made aware that there will be a second consultation during 2016.

7. **NDP Website/Logo Update**

It was agreed that LB had made an excellent job of the new website and logo. LB stated that no further info/photos were required at present and that news and other items would be updated as time went on.

LH agreed to contact the Parish Clerk to have the SPC website updated to show the new NDP website URL (www.saxilbyplan.co.uk)

An invitation to local community groups who wished to be consulted would be placed on the website asking them to contact us.

LH stated that the contract with Elpeeko had been terminated.

8. Clerical Support

LH stated that the Council's NDP Committee had agreed that the process to procure a clerical support person could be started. The Parish Clerk will advertise the vacancy and manage the process. The post would be for a flexible 5 hours per week initially, increasing as NDP develops and the workload increase. The appointment would be for one year initially with possible extensions to follow.

9. Budget

CH stated that on current predictions, there would be an overall shortfall of approx. £5,000 to complete the NDP. Discussions on further funding ensued but LB(WLDC) advised that it would be better to wait before applying for further grant funding.

LH will resend the Community Lincs invoice to the Parish Clerk.

After discussion it was agreed that any further work on the invoices paid to Elpeeko, and any output that they had provided would be low key, and that a line should now be drawn under their involvement.

10. Consultation Event in December

LB(WLDC) stated that we would need to speak to some of the businesses at the Saxilby Enterprise Park regarding extending the current employment area in the Local Plan from its current location to include the Riverside Enterprise Park and the land up to the A57. As this will depend on the outcome of the survey, it was agreed to defer this until January 2016.

LB will provide a list of businesses currently operating at the Saxilby Enterprise Park.

11. Green/Open Spaces

RF & PN had provided a list of green spaces/open spaces around the village. CH had provided some additional sites. LB(WLDC) explained that there were two levels of protection which could be afforded: General Open Space Protection and Local Green Space ('Green Wedge') protection. He suggested responding to the Local Plan consultation asking that the existing 3 sites listed as Local Green Spaces be expanded to include all sites identified by RF/PN/CH.

CH mentioned the small former childrens' play area off Ashcroft Grange which he believed was still SPC land and suggested that this be added to the list. He also suggested that we look at having some parts of the village added to the Heritage Environment Record (eg Skirbeck Drive, Chapel Yard). It was agreed that this should be an aspiration of the NDP.

12. Writing the Plan

LB(WLDC) had provided a template but suggested that work needs to start on getting some findings down on paper. LH, RF and RP offered to share some of the workload involved. As some of the work would depend on the outcome of current planning applications it was agreed to defer further discussion to the next meeting.

13. Dividing the Workload

LH stated that the recent high level of email traffic was due to the imminent survey and the need to obtain views from all concerned but that the level of traffic should now return to normal. There are many ways in which NDPSG members can help including (eg) proof reading, participation at consultation and publicity events, etc. It was agreed to review this topic at the next meeting.

CH stated that the Character Assessment was turning into a large job as it requires coverage of all areas of the village. He agreed to provide a framework document so that it might be possible for others to contribute. LB(WLDC) suggested that one option might be to include just a summary and design principles in the NDP.

Other Business

14. Community Engagement

It had become apparent that there is much crossover between the work being undertaken by the Community Engagement Officer and the requirements of the NDP, however the information provided by his activities may not meet the more stringent government requirements to be considered as valid evidence for the NDP.

LH will contact the Parish Clerk and the Community Engagement Officer to discuss.

15. Project Timetable

RP to setup a ZOHO account for LB to investigate the possibility of including the project plan on the website.

LH would contact JF to see if any more work had been done on the project plan.

16. Response to the Local Plan Consultation

It was suggested that the response to the current consultation should be along the lines of:

- Support for the fact that Saxilby has been given no housing allocation pending the outcome of the Church Lane inquiry and Sturton Road Planning Application
- Agreement with current Local Green Space but request of additional areas identified (see item 11)
- Support for the Enterprise Parks as employment areas
- Dependent on the outcome of Church Lane/Sturton Road applications, the NDP should be used to map proposed development sites

- Strongly support LP17 – Views and Vistas - in order to preserve the character of Saxilby
- Provision of a Community Asset Register – GI to provide
- Note that LP11 would be covered by the impending HNA

17. Young Peoples' Survey

It was agreed that this should be aimed at the 11-18/20 year old age group. It was agreed to approach 3 or 4 local residents in this age group to see if they would be interested in helping formulate a survey. LH and GI had likely candidates in mind.

18. Initial Consultation Event

GI would circulate the numbers and analysis of the responses gathered at the awareness/consultation event held on 23rd October.

Date of Next Meeting

The next meeting of the Steering Group will be:

7.30pm on Thursday 26th November at St Andrews Community Centre.