

SAXILBY WITH INGLEBY NDP STEERING GROUP

Notes of meeting on Monday 19th August 2015
at 7.30 pm in the St Andrew's Centre, Saxilby

Present: Liz Hillman (Chair), Alison Clubley, Peter Odam, Gerry Ives, Sadie Ashton Derry, Cath Cole, Patrick Nicholson, Louise Bembridge, Karen Baty, Ray Parnell, Jenny Scott.

In attendance: Mark Clark – Clerk, Luke Brown – WLDC, Cllr Steve England – Welton PC.

1. Welcome & Introductions
LH welcomed everyone to the relaunch of the Steering Group and this was followed by a round of introductions.
2. Apologies for absence
Apologies were received from Peter Walton, Tracey Broughton, Sue Holgate, Mrs Greenfield and Jade Findlay.
3. Ground Rules
LH proposed some general rules for managing discussion, and explained that the aim would be to facilitate debate with respect for all participants. It was expected that the membership of the group would be fluid, with new members joining as the project progresses.
4. What is a NDP?
Luke Brown gave a presentation outlining the key features of Neighbourhood Plans and requirements concerning format and content. He explained that consultation would be a key factor and any proposals would need to be based on clear evidence of community support.

Steve English referred to the need for a scoping document to provide an overview of information and analysis about the community. Much of this information can be obtained from Census data but other details may be obtained through surveys. He pointed out that the District Council will undertake consultation with statutory consultees, and this can be helpful developing the scoping document and highlighting local issues.

LH & GI referred to the opportunity to learn from the experiences (both good and bad) of those Neighbourhood Plans which have been completed. As an example, Luke explained that the Plan will require a Consultation Statement, and that there are plenty of examples available to help in developing this.

5. The Way Forward
Luke suggested the group move forward with the following:
 - Production of a consultation strategy – outlining proposed consultation techniques, format of consultation documents and proposed events.
 - Preparation of a Scoping Report – which can be undertaken by a member of staff from Bassetlaw DC (Natalie Cockrell) at an estimated cost of £1000.
 - Commissioning of a Housing Needs Survey – which can be undertaken by Community Lincs at a likely cost of around £1500.

PO explained that any proposed expenditure would need approval by the Council, but there was adequate funding available to meet these costs. It was requested that a report on the available budget be provided to future meetings of the Steering Group.

LH explained that the Parish Council had discussed options for providing some administrative support for the group, and invited comments on the likely amount of time required. Steve English reported that Welton PC had initially increased their level of administrative support by 5 hours per week to meet the needs of their Neighbourhood Plan. However, it had been necessary to increase this as the project progressed.

6. Consultations with Residents

Luke suggested that the next phase of consultation on the Draft Local Plan (due to take place over a six week period commencing on the 1st October) could be used to provide an impetus for the group to launch consultation on the Neighbourhood Plan. However, the group's preference was to initiate a consultation exercise as soon as possible, taking advantage of the Parish Council's public meeting on the 16th September to publicise this.

It was agreed that GI and AC begin work on designing a survey questionnaire, making use of examples used by other groups, including Welton.

PN raised a question about the current logo for the NDP project. It was agreed to re-design this to read: "Saxilby with Ingleby Neighbourhood Development Plan".

GI asked whether the Steering Group could take over the administration of the NDP web site. The Clerk was asked to check whether this would be possible, and report to the next meeting. LH asked the group to familiarise themselves with the site, and bring forward any suggestions for discussion at the next meeting.

7. Date and Time of Next Meeting

Monday 7th September at 7.30pm (apologies given by Ray Parnell).

For information:

- Saxilby NDP web site: <http://www.saxilbyneighbourhoodplan.co.uk>
- Locality web site: <http://locality.org.uk/projects/building-community/>