

Notes from Steering Group Meeting – 07 Sep 2015

Attendees		Initials	Apologies	
Liz Hillman (Chair)		LH	Karen Baty	KB
Alison Clubley		LB	Peter Odam	PO
Cath Cole		GI	Ray Parnell	RP
Chris Hewis		CH	Sadie Ashton Derry	SAD
Claire Johnstone		CJ		
Gerry Ives		GI		
Jade Findley (Minutes)		JIF		
Jenny Scott		JS		
Louise Bembridge		LB		
Luke Brown (WLDC)		LB (WLDC)		
Patrick Nicholson		PN		
Rosie Foster		RF		
Sue Hologate		SH		
ID	Agenda Item			Action Owner
1.	Welcome and Introductions.			-
2.	Apologies for Absence.			-
3.	Ground Rules.			-
4.	<p>Funding for Scoping Report & Housing Needs Assessment</p> <p>Natalie Cockerell quote received to the value of £1,500; approved at full council meeting last week. Contact Natalie to confirm progression. Once report completed, it will be distributed to XXX bodies, then consultation period is 6 weeks.</p> <p>Housing Needs Assessment quote received to value of £5,269.00. Re-costed copy circulated by GI.</p> <p>VAT is reclaimable by the Parish Council.</p> <p>LB thinks we can get a cheaper quote and is also going to speak to Community Links to discuss them reducing their quote, if possible.</p> <p>There is a top up grant to the value of £18,000 that is available.</p> <p>Discussion on previous spend, to date, only estimates provided by the Council. Once new Parish Clerk in post, request a full itemised spend to identify remaining monies available.</p> <p>Spreadsheet to be created to monitor spend.</p>			<p>LH</p> <p>LB/LH</p> <p>TBC</p> <p>JIF</p>
5.	<p>Questionnaire</p> <p>GI & AC drafted questionnaire for review.</p> <p>AC requested input regarding the list content.</p> <p>Need to review against the Housing Needs Assessment as at present, it is likely there will be duplication. Housing Needs Assessment needs to be incorporate this as we only want to send out one questionnaire.</p>			<p>ALL AC/JIF to update Questionnaire</p>

	<p>Request a copy of the questionnaire to be used by the body completing the Housing Needs Assessment. Community Links can complete the HNA by 31/10/2015.</p> <p>Questionnaire needs to be distributed asap, how does this fit with Community Links (if they complete the HNA)?</p> <p>Want to use the Questionnaire at some of the local events (e.g. Party in the Park).</p> <p>Discussion on conservation areas mentioned in Intro - confirmed whole of Bridge Street is a conservation area. LB provided with a map where it was demonstrated that there should be a new 'blue blob' demonstrating the conservation area.</p> <p>All comments to be collated by AC, email: queen.ali@hotmail.co.uk</p> <p>Confirmed to use CH as questionnaire contact: clhewis@supanet.com 01522 703047</p> <p>Local Plan – big discussion on how Saxilby should be dealt with. There will be no other allocation for housing, unless the appeal is upheld. The remaining housing will be up to the local plan (being created). It was mentioned that one further plan is due to go in. Surton Road at pre-planning state.</p> <p>How do we fit our plan into the Central Lincolnshire Joint Planning Unit Map (CH) that shows potential land for housing? LB confirmed they are potential sites, which need to be considered in the Neighbourhood Plan. All to have a copy.</p> <p>Are these developments pushing the parish boundaries? Yes, and so the plan will need to define our boundaries. Historically was completed by the District Council as part of their development plan (2006), which defined the 'building line' but the plan is expiring next year.</p>	<p>LB/LH</p> <p>LB</p> <p>LB</p> <p>All</p> <p>CH</p>
	<p>Additional Item</p> <p>Anne Skippers, RTPI Advisor, etc... has offered to support us (as she has in Welton, but at a cost), to make sure we are on the right track, and complete a 'health check' prior to submission, as District Council's cannot do that. £500.00 per day consultation fees, but this can be split costs on some occasions with Welton. LH to progress discussions.</p>	LH
6.	<p>The Way Forward – Project Plan & Budget</p> <p>PN to create Project Plan.</p>	PN
7.	<p>NDP Website</p> <p>Not discussed, except who administers it. LB to ask PB</p>	LB
8.	<p>Consultations with Residents</p> <p>Review WLDC Neighbourhood Plan Update (July 2015) Steps.</p> <p>Completed first four steps, and first Statutory Stage (Designation), next Steps 'Community Engagement' i.e. Questionnaire. LB to forward JIF the Process Map.</p>	LB

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	<p>Discussion on single point of contact to receive / respond to queries. Discussion on format used for Banner's for Neighbourhood Plan. (Monthly) Fosse Focus to advertise the coming 'Engagement Exercise'. PN (JIF review) Poster's (info from LB, LH to forward to PN and CH) CH Questionnaire will go to everyone's house SVAG can also be used to advertise. SH Facebook can be used (all 5 pages). LB Neighbourhood Plan Twitter (which Peter set up). LB</p> <p>Fosse Focus last date for publication is 27 September, released 08 October. Drop in table in village hall at the neighbourhood market.</p> <p>Discussion on individuals going to local 'group meetings' to explain the NDP. Review list in Fosse Focus for list of groups we can attend and to include Schools.</p> <p>JIF to ask School if they can make a model of the village, and tell us what they would like to see in Saxilby.</p> <p>Consultation Event in Village Hall (then compile list once completed by RF) to commence 01 October 2015.</p> <p>All bring thoughts on where the consultation exercises can take place, any articles, draft posters etc...</p>	<p>PN CH/LH/LB SH LB LB RF JIF All</p>
<p>9.</p>	<p>AOB</p> <p>Project Plan.</p>	
<p>10.</p>	<p>Date and Time of Next Meeting:</p> <p>22 September 2015@ 19:30 in the Function Room, St Andrew's Community Centre.</p>	