

Attendees		Initials	Apologies	
Liz Hillman (Chair)		LH	Claire Johnstone	CJ
Alison Clubley		AC	Jenny Scott	JS
Cath Cole		CC	Peter Odam	PO
Chris Hewis		CH	Sadie Ashton Derry	SAD
Gerry Ives		GI		
Jade Findley (Minutes)		JIF		
Karen Baty		KB		
Keith Taylor		KT		
Louise Bembridge		LB		
Luke Brown (WLDC)		LB (WLDC)		
Patrick Nicholson		PN		
Paul Roberts		PR		
Peter Walker		PW		
Ray Parnell		RP		
Rosie Foster		RF		
Sue Hologate		SH		
ID	Agenda Item			Action Owner
	Welcome and Introductions.			-
	Apologies for Absence.			-
	Amendments required, but agreed previous minutes.			-
	<p>Matters Arising</p> <p>‘Saxilby with Ingleby’ Website Name – too long for naming convention. Website rework = £45.00 plus VAT. Registration over 2 years = £15.00 plus VAT. Hosting costs for 2 years = £50.00 plus VAT.</p> <p>Decision: Leave web name as is, when the website is opened, users will clearly see ‘Saxilby with Ingleby (historically ‘Saxilby cum Ingleby’). Pay Admin & Hosting Costs.</p> <p>Liz to enquire if we can have ‘Administrator Roles’ for the Website so we don’t have to pay each time we upload information.</p> <p>Ease of use, does it change to suit the device it is being accessed from?</p> <p>Foss Focus article reviewed. PN provided 3 version for review. PN to change his contact details to the generic email account.</p> <p>PN to redistribute copies electronically as some members appear not to have received it.</p> <p>Discussion on coordinating the 4 pages for Foss Focus to ensure no crossover - check with John McDonald re: format / content.</p>			<p>LH</p> <p>LH</p> <p>?</p> <p>PN</p> <p>-</p>

	<p>Project Template</p> <p>Project Template – PN no Project Programme. JIF and LB to draft a document.</p>	<p>JIF/LB</p>
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	<p>document reviewed by LB (electronic copy sent to us all).</p> <p>Latterly discussed CH completing the actual document – with LB offering guidance. This overrides above discussion. To look at designated and non-designated assets.</p> <p>Housing Needs Assessment</p> <p>Community Links quote £4,391.00 plus VAT. 1 month in duration. Stuart broke the costs down, and it can be reduced for £1,000.00 as we do not need core administration or analysis of questionnaires returned (£60.00 per 100 returned). JIF offered to analyse results.</p> <p style="text-align: center;">Paste in Breakdown provided by Liz.</p> <p>Second quote for £2850.00 plus VAT but it would take 3 months to do it.</p> <p>District Council has a list of prescribed questions we can include, but we would need to evidence our objectivity.</p> <p>Discussion on previous consultation, each document being numbered, and a prize for some of the recipients.</p> <p>LB if the planning policy uses this as evidence it has to be water tight.</p> <p>LH and LB to meet Stuart, end of this week / beginning of next (and share questionnaire).</p> <p>CH ‘Saxilby’s Futures’ do have a Housing Needs Assessment, done not long ago (6 years).</p> <p>AC what is the impact on the questionnaire? LH - to be determined after meeting with Stuart.</p>	<p style="text-align: center;">LH/LB</p>
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	<p>Questionnaire</p> <p>LB to provide new map – to make buildings clearer.</p> <p>Any questions which are not filled in as per the instructions should be considered ‘spoiled’ e.g. four tick boxes when only 3 were filled in).</p> <p>Use of a serial number? How does this fit with it being anonymous? Apply ‘reasonableness’ around completing and auditing the results. Deliver 1 per household, if they chose to complete more, that is their right and we can provide details of where additional questionnaires can be obtained from.</p> <p>Opting out of anonymity, could we given them the chance to provide their details? Question 5 – review and update – only one tick box. Page 2 – consultation paragraph, to be included, first event to be included. LH to decide date once spoken to Community Links. Numbering out of sync... map (3), how is it to be filled in (circles – provide instructions) Site assessment process. Grid on top of the new map? Children’s Playground – no longer exist – now play areas. Q.8 add ‘Play Areas’ into Services and Facilities question. Suggestion / amendments to be sent to AC by end of this week.</p> <p>3 Quotes for 2,000 Leaflets in colour:</p> <ul style="list-style-type: none"> ▪ Lincoln Printing Services £440.00. ▪ Camilian print £505.00 ▪ Poplar £675.00 <p>CH recommended Imprint and LPCo.</p>	<p>LB</p> <p>JIF</p> <p>ALL</p>
	<p>Posters</p> <p>CH requested Logo. Away for next two weeks so cannot produce leaflets during this time. LB to take on role.</p>	<p>LB</p>
	<p>Consultations</p> <p>Initially 01 October start – delay until 12 October. Kick-off event in Pavilion / St Andrews Community Centre, and use Village Hall during a monthly market midway through 6 week period e.g. Bonfire night or tree lighting ceremony (28 November).</p>	
	<p>The Way Forward – Project Plan & Budget</p> <p>JIF to create with LB (as above).</p>	<p>PN</p>
	<p>NDP Website</p> <p>See above.</p>	<p>LB</p>

	<p>Date and Time of Next Meeting:</p> <p>Tuesday 06 October 2015, 19:15 in the Committee Room, St Andrew's Community Centre.</p> <p>Initial Consultation Event to be held on Thursday 15 October (tbc after conversation with Stuart) – insert into questionnaire.</p>	
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