

Atter	ndees	Initials	Apologies	
Alison Cath Chris Gerry Jade Karer Keith Louis Luke Patric Paul I Peter Ray P Rosie	Hewis	LH AC CC CH GI JIF KB KT LB LB (WLDC) PN PR PW RP RF SH	Claire Johnstone Jenny Scott Peter Odam Sadie Ashton Derry	CJ JS PO SAD
ID	Agenda Item			Action Owner
	Welcome and Introductions.			-
	Apologies for Absence.		-	
	Amendments required, but agreed previous minutes.		-	
	'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.  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.  Liz to enquire if we can have 'Administrator Roles' for the Website so we don't have to pay each time we upload information.			
				LH
	Ease of use, does it change to suit the device it is being accessed from?		LH	
	Foss Focus article reviewed. PN provided 3 version for review. PN to change his contact details to the generic email account.		?	
	PN to redistribute copies electronically as some members appear not to have received it.		PN	
	Discussion on coordinating the 4 with John McDonald re: format /		to ensure no crossover - check	-

SAXILBY neighbourhood development plan

Project Template	
Project Template – PN no Project Programme. JIF and LB to draft a document.	JIF/LB



SAXILBY neighbourhood development plan

### Notes from Steering Group Meeting – 22 Sep 2015

Scoping Report & Housing Needs Assessment	
Draft Report distributed, electronic copy to follow.	LH

#### Questions to answer:

Are we happy with the:

Community facilities / Services in Saxilby.

LB to find flood risk and environmental assessment, wildlife site maps.

Green Spaces.

CH has noticed that one space on the far side of the canal (between canal and railway line), is not designated green space (was allotments). For 10 years the Council tried to work to make it a green space. Ownership issues, part owned by County Council, part owned privately (chap in Leicester).

People to volunteer to walk around the village and 'map' the areas / services needed. Once plotted by WLDC, a proper map can be produced (inc. vacant properties etc...).

LB to provide big street view map for us to identify:

•	Services (required and / or no longer there)	KB/CC.	KB/CC
			PN/R
•	Open / Green Spaces	PN / Rosie.	LH

• Public Transport – LB to provide the information used in the Public Enquiry.

Local Employment situation and possibly looking to change the Enterprise Park (which, on the riverside part, is mostly vacant), need some evidence to improve this site to see if we can put a Neighbourhood Development Order onto the site. RP to query what development is planned for that area. Include this in the consultation, ask what they think could go on the site.

Transport – LH explained the terminology used in this area e.g. Tram, Underground.

Joining up with Cherry Willingham is an error – to be removed.

Stats provided by XX proved very useful.

Report will act as a baseline for Policy Development. JIF to create a standardised template for Policy Documents (in Word).

Request for Executive Summary in the final version of the document.

#### **Character Assessment / Study**

£1,800.00, 1 week for a professional to complete this, unless we can do this ourselves. CC wondered if we could ask if they can help with this.

LB to write a person spec. for inclusion in the Foss Focus – LB to complete before Sunday (final submission for this month's Foss Focus).

CH would like to be involved in completing this document, similar to the 1980's

LB

LB

RP

CH





document reviewed by LB (electronic copy sent to us all).

Latterly discussed CH completing the actual document – with LB offering guidance. This overrides above discussion. To look at designated and non-designated assets.

#### **Housing Needs Assessment**

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.

### Paste in Breakdown provided by Liz.

Second quote for £2850.00 plus VAT but it would take 3 months to do it.

District Council has a list of prescribed questions we can include, but we would need to evidence our objectivity.

Discussion on previous consultation, each document being numbered, and a prize for some of the recipients.

LB if the planning policy uses this as evidence it has to be water tight.

LH and LB to meet Stuart, end of this week / beginning of next (and share questionnaire).

CH 'Saxilby's Futures' do have a Housing Needs Assessment, done not long ago (6 years).

AC what is the impact on the questionnaire? LH - to be determined after meeting with Stuart. LH/LB



Questionnaire	
LB to provide new map – to make buildings clearer.	LB
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).	
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.	
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.	JIF
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.	ALL
3 Quotes for 2,000 Leaflets in colour:  Lincoln Printing Services £440.00.  Camilian print £505.00  Poplar £675.00	
CH recommended Imprint and LPCo.	
Posters	
CH requested Logo. Away for next two weeks so cannot produce leaflets during this time.	
LB to take on role.	LB
Consultations	
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).	
The Way Forward – Project Plan & Budget	
JIF to create with LB (as above).	PN
NDP Website	
See above.	LB



### Notes from Steering Group Meeting – 22 Sep 2015

### **Date and Time of Next Meeting:**

Tuesday 06 October 2015, 19:15 in the Committee Room, St Andrew's Community Centre.

Initial Consultation Event to be held on Thursday 15 October (tbc after conversation with Stuart) – insert into questionnaire.





