

Attendees		Initials	Apologies	Initials
Liz Hillman (Chair)		LH	Alison Clubley	AC
Cath Cole		CC	Chris Hewis	CH
Gerry Ives		GI	Claire Johnstone	CJ
Jade Findley (Minutes)		JIF	Jenny Scott	JS
Karen Baty		KB	Keith Taylor	KT
Louise Bembridge		LB	Paul Roberts	PR
Luke Brown (WLDC)		LB (WLDC)	Peter Odam	PO
Patrick Nicholson		PN	Sadie Ashton Derry	SAD
Peter Walker		PW	Sue Hologate	SH
Ray Parnell (Minutes)		RP		
Rosie Foster		RF		
ID	Agenda Item			Action Owner
	Welcome and Introductions.			-
	Apologies for Absence.			-
	Amendments required, but agreed previous minutes.			-

<p>Community Lincs:</p> <p>Stuart Duckworth (Community Lincs) outlined the recent discussion between himself and LH regarding the Housing Needs Assessment and the Community Engagement Survey.</p> <p>SD suggested that two separate surveys would be counterproductive and may lead to ‘survey overload’.</p> <p>LH had expressed a desire to raise community awareness of the NDP.</p> <p>SD suggested that Community Lincs (CL) could support us by means of a ‘profile raising’ event as the first step in the NDP Community Engagement process. This would involve various displays, explanation of what an NDP is, and what it isn’t. A presentation could be followed by a Q&A session and the feedback from this event might be used to highlight areas of interest and concern to the community.</p> <p>CL could also assist with production of an Outline Action Plan, with further Community Engagement (including surveys), analysis, and further consultation based upon community feedback.</p> <p>CL could stage the first event and the NDPSG could then replicate this at different times/venues using the CL-produced displays and presentation materials. This could be followed by CL producing the first questionnaire, in both paper and online (SurveyMonkey) forms, along with leaflets to communicate with residents. The NDPSG could print, distribute, collect, etc. the surveys, or CL could undertake the whole task. CL also have a SurveyMonkey licence to allow easy analysis of the online survey.</p> <p>An Interim Report could then be produced, which would be presented to the community and further community consultation and feedback invited. The emerging NDP could then be amended as a result of the consultation.</p> <p>2 Final Reports could be produced:</p> <ol style="list-style-type: none"> 1. General Consultation Report. 2. Housing Needs Assessment. <p>In terms of timescale, SD proposed that this could be completed by March 2016. He agreed to produce a proposal from which we could select which elements we wanted CL to undertake. He would send the proposal to LH by Monday evening.</p> <p>Proposal on Community Lincs input to the NDP to be submitted to the group by Monday, 12 October 2015. Agreed still need a Housing Needs Assessment, in its own right, and to combine the questionnaires into one (inc. for survey monkey).</p> <p>Discussion on our Questionnaire - recommendations for amendments requested. Clearly broken down into key sections, which also needs to outline clear areas of interest / concern.</p> <p>Discussion on holding off publishing the questionnaire until after the first consultation event (23/10/2013).</p>	<p>All</p>
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<p>Draft Scoping Report:</p> <p>Not everyone has reviewed it - all input to be provided back to before Friday.</p> <p>LB discussed lack of LCC issues.</p> <p>Employment situation in Lincoln impacts on Village. If we feel this is a real issue, then we could focus on this. Older people, who are not going to be worried about unemployment and JIF discussed lack of care provision within the area.</p> <p>LB essentially the plan will not support policies that influence outside of the zone (red line) - wider issues will be looked at by the Local Plan.</p> <p>Could we allocate Land for Employment? CC - Is already some on the way to Skellingthorpe, and over the river, which is within the village. We could look to extend this allocation if there is a need. General discussion on what issues we should be concentrating on. LB - the questionnaire, and the initial event, will help determine these.</p> <p>Once report complete, submitted to WLDC who will provide a report either informing us that further work is required or not. Statutory Process managed by WLDC.</p> <p>KB - Community Facilities from the list collated by CC and KB, reviewed.</p> <p>PN & Rosie - Opening Spaces discussion, documents identified, and footpaths, tow paths, church etc... discussed. LB - when we have identified what spaces we want assessment we submit it to Local Plan consultation, and they will do the Assessment on our behalf. JIF requested full list, once plotted on Map (to include in minutes).</p> <p>Chris and PN to work on History Report - request and update from Chris. Character Assessment Template - template provide, and each area to be assessed but not needed until later.</p> <p>JIF to forward template with minutes. LB - to provide an example of how the template is to be completed.</p>	<p>All</p> <p>Rosie</p>
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<p>Project Template</p> <p>Project Template - JIF and LH drafted document for discussion. Agreed timings will need to change in-line with discussions tonight.</p> <p>Ray discussed an online tool ZoHo we could use:</p> <p>Calendars and Collaboration: https://www.zoho.com/projects/collaboration-software.html</p> <p>Gantt Charts: https://www.zoho.com/projects/gantt-charts.html</p> <p>Resources and Help: https://www.zoho.com/projects/help/</p> <p>Gantt Charts, manipulation, setting dependencies, etc.: https://www.youtube.com/watch?v=Bu-BvenQpUU</p>	<p>JIF/LH</p> <p>RP</p>
<p>Budget Sheet:</p> <p>Few amendments required. Budget still unknown. Peter Odam and Clerk cannot provide particulars. CC to continue to chase.</p> <p>LH - further funding is available, which we should look to access.</p>	<p>CC</p> <p>LH / LB</p>
<p>Website:</p> <p>LH - discussion with LPCO, then LB tasked with reviewing website. Awaiting timescales as to when they can deliver this.</p> <p>LB - LPCO £500.00 inc. hosting and domain registration. They will rebuild it, using Word Press. Awaiting input re: Email and Storage capability. Built to be 'dynamic' and look / feel to change to match the platform. Can include the Social Media element. We can do what we want with it then.</p> <p>£45.00 per hour for them to update, but they shouldn't need to do anything. We can update it ourselves (LB familiar with Product). Can include a blog. Can build analytics into new site.</p> <p>LB - has set up Facebook page - which can be built in to interact and update website (social media feed).</p> <p>We could build our own @ £120.00 inc. hosting and domain registration or another 3rd Party (e.g. North Hykeham) but timescales are key.</p> <p>LB - recommendation to be made once answer provided around timeline / storage responses provided.</p> <p>We could start to look at content now. Pictures used on questionnaire could be included. Some of those photo's need to be updated.</p> <p>Group needs to own copyright of the site.</p>	<p>LB</p>

<p>Resident's Consultation:</p> <p>23rd - PN to check if there are any events already on this date. Location: Village Hall (originally was to be at the Pavilion / St Andrews). Time: 4:00 - 7:00</p> <p>Black & White Fliers (We need you... simple fliers).</p> <p>3 Tenders required for printing (AC had previously provided printing info).</p>	<p>PN</p>
<p>AoB:</p> <p>Policy Planning (Health Check):</p> <p>Anne Skippers (Consultant) is no longer able to support us; but has provided the name of another colleague who may be able to help (Rachael XXXXXX), but we would have to book her now for both the Health Check and Policy Writing.</p> <p>LB - there is a shortage of planners. Locally there is:</p> <ul style="list-style-type: none"> ▪ Globe Planning (who have ceased NDP). ▪ Open Plan. ▪ Helen Metcalf - Nottingham - fully booked. ▪ Natalie Cockerel - available until Dec - then Mat Leave. ▪ Mark Simmons, Planning Consultant (and Angela) - LH offered help, LH to forward details to LB. <p>LH to request Quotes from Rachael. LB - This area is heavily scrutinised, hence the need for professional input.</p>	
<p>Date and Time of Next Meeting:</p> <p>Tuesday 13 October 2015, 19:30in the Village Hall (Room Upstairs).</p>	