

Saxilby With Ingleby NDP Steering Group

Minutes of meeting held on Tuesday 13th October .

1) **Attendees:-** Liz Hillman (Chair), Luke Brown (WLDC), Patrick Nicholson, Paul Roberts,
Chris Hewis, Cath Cole, Gerry Ives, Louise Bembridge, Karen Baty (minutes).

2) **Apologies :-** Ray Parnell, Peter Walker, Jade Findley, Claire Johnstone, Alison Clubley.

3) **Notes from previous meeting:-** (i) Character Assessment template has been E mailed to the group. (ii) The consultation event to raise awareness of NDP to take place on Friday 23rd October at Village Hall (smaller room) from 4pm – 7pm.

4) **Questionnaire, Housing Needs Survey and Data Collection from Community Lincs:-**

Copies of the proposal from Community Lincs have been sent to the committee by E mail.

There are 7 points to the Community Lincs Service Delivery proposal :- It was decided that points 1 and 7 are not needed.

1 :Raising awareness events to be done by our committee

7: Final report and analysis – agreed not needed.

The group can do some of the work themselves, however an outside organization brings extra validity to the project.

(The number of dwellings shown in the quote is incorrect by approximately 200 houses.)

Proposed timetable for questionnaire : Distribute in November, analyse in December. Consultation event and feedback in January.

5) **Consultation Event :-** Friday 23rd October 4-7pm Village Hall. (Room available from 3pm)

(i) Draft posters/flyers have been created. Gerry to contact Alison Clubley about changes to logo.

Draft poster/flyer- discussion and amendments

Three quotes for printing have been obtained.

5,000 A5 leaflets:-

£58.99-Instaprint, £58.49 – Vistaprint, £89.00 – Solopress.

Lowest quote by Vistaprint accepted. All in favour. Gerry to organize delivery.

(Due to difficulties with Vistaprint the 2nd quote from Instaprint has subsequently been accepted.)

A leaflet will be delivered to each dwelling and business. Karen to organize distribution.

Poster to go on Parish Council website.

- (ii) Display boards are ready . Liz and Cath to locate legs for each board.
Paul to transport boards from Community Centre to the Village Hall.
- (iii) Chris, Luke, Patrick, Gerry to set up at 3pm.
- (iv) Luke to bring post-its, pens, maps and local plan.
- (v) Liz to bring signing in sheets.
- (vi) Liz to bring coffee, tea, milk, sugar ,orange juice. Cakes Liz/Karen etc

6) **Website update**:- Current website out of date. Quotes of £500 for redesign from Elpeeko, Hosting Charge approximately £75 +vat. Louise to organize.
Zoho online project could link in with website.

7) **Budget and Funding** A budget and funding sheet was distributed by Luke.

Technical work and support budgeted at £14,000 minimum

More grants can be applied for.

*A full Parish Council meeting is needed to approve use of funds for technical work.

Chris to produce a NDP steering group budget report on income/expenditure so far.

Non-technical work can be done internally and therefore grant money could be saved.
Any support needed with consultation is likely to increase expenditure significantly.

8) **Date of next meeting : Thursday 29th October** (venue and time to be advised-
Liz to organize)

A.O.B. Changes need to be made to the Scoping Report. Chris Hewis to E mail Luke
with changes needed.