



SAXILBY WITH INGLEBY

Neighbourhood Development Plan

Saxilby with Ingleby Neighbourhood Plan Steering Group Meeting Notes

Thursday 9th March 2017	Start: 7.00pm	Finish: 8.40pm
Venue: The Function Room, St Andrews Community Centre, William Street, Saxilby, LN1 2LP.		

No.	Item	Action Owner
1.	<p>Welcome and attendees <u>Steering Group (SG)</u> Chairman Liz Hillman (LH).</p> <p>Karen Baty, Louise Bembridge, Alison Clubley, Cath Cole, Chris Hewis, Rosie Foster, Gerry Ives, Patrick Nicholson, Ray Parnell, Russell Spurr and Steph Tyson.</p> <p>Lydia Smithson (LS) Administrator.</p>	-
2.	<p>Apologies for Absence Received Paul Roberts.</p>	-
3.	<p>Approve Meeting Notes from 13th February 2017 The notes from 13th February were reviewed and approved.</p>	
4.	<p>Discuss and agree Public Meeting arrangements</p> <ul style="list-style-type: none"> • Pie and peas agreed. • Venue hired from 6pm. • NDP Summary document and flyer has been printed and delivered to households. • NDP banners have been printed and sited around the parish. <p>Display board information:</p> <ul style="list-style-type: none"> • List of consultation taken place • Community Projects • Front pages of each chapter • Policies • Map of the parish 	<p>LS notify shop.</p> <p>RP.</p>

	<ul style="list-style-type: none"> • Glossary <p>Printed documents required for the meeting:</p> <ul style="list-style-type: none"> • NDP • Character Assessment (to be printed externally) • Housing Needs Survey Report • Community Lincs Consultation and other consultation docs • NDP Summary and Case Study <p>LS to send out invites to the meeting. LS to send out Press Release for the Public Meeting</p> <p><i>Cllr Hillman arrived at 7.30pm</i></p> <ul style="list-style-type: none"> • The WI were originally available but now unavailable • Signing in sheets x 2 required (ST) • Projector • Laptop • SG to wear rosettes • Village Hall providing Pa system and Microphone • It was agreed LH, PR, RP, and LB would be on the top-table • The small room will be available from 7pm • 2 people required to fetch pie and peas • 2 people required to set up tables • Refreshments to be set-up on or before 7pm • Short Quiz to be prepared if needed • NDP signage required • The school has agreed Steering Group members can be present at pick-up times to answer any questions by parents on the NDP • LH thanked LB for her hard work maintaining and updating the website in preparation for the meeting and referendum. 	<p>LS.</p> <p>LS</p> <p>LS. LS.</p> <p>ST and LS CH LS</p> <p>Parish Clerk</p> <p>LS</p>
5.	<p>Update on the Referendum and count arrangements</p> <ul style="list-style-type: none"> • Leaflets have been printed and will be delivered soon. • Banners have been printed and will be erected after the public meeting. • Steering Group may speak to customers of the Co-op on the day of the referendum to answer any queries and remind people to use their vote. • The count will take place in the Village Hall and a limited number of people can register to watch this process. 	<p>LH.</p>
6.	<p>Set next meeting date TBC.</p>	