



SAXILBY WITH INGLEBY

Neighbourhood Development Plan

Saxilby with Ingleby Neighbourhood Plan Steering Group Meeting Notes

Thursday 10th March 2016	Start: 7.30pm	Finish: 9.15pm
Venue: The Committee Room, St Andrews Community Centre, William Street, Saxilby, LN1 2LP.		

No.	Item and Action	Action Owner
1.	<p>Welcome and attendees <u>Steering Group (SG)</u> Chairman - Liz Hillman (LH).</p> <p>Louise Bembridge (LB), Alison Clubley (AC), Cath Cole (CC), Chris Hewis (CH), Gerry Ives (GI), Patrick Nicholson (PN), Ray Parnell (RP), Paul Roberts (PR) and Colin Todd (CT).</p> <p>Lydia Smithson (LS) Administrator.</p>	-
2.	<p>Apologies for Absence Karen Baty (KB), Luke Brown (LBr, <i>West Lindsey District Council</i>), Natalie Cockrell (NC, <i>Neighbourhood Planning Officer</i>), Rosie Foster (RF), and Steph Tyson (ST).</p>	-
3.	<p>Approve Meeting Notes from Thursday 25th February 2016 The notes from Thursday 25th February were reviewed and approved.</p>	LS add online.
4.	<p>Update on the actions from the previous meeting:</p> <p>a. History Group - Fosdyke Information Board installation and area tidy The area tidy is to be linked in with the national Clean for the Queen events; a date will be confirmed shortly. The Department for Communities and Local Government quoted Saxilby History Group on a Twitter feed for Clean for the Queen. A discussion was held regarding the Bridge Street area and in particular improving the visual aspect of the flood defence wall. A</p>	<p>CH.</p> <p>CH contact Canals and River Trust.</p>

	<p>variety of organisations would need to be involved including the Environment Agency, the County Council, the Parish Council, and the Canal and River Trust. Suggestions included a hedge, shrubs, planters, mosaics, sculpture and painting the wall. A Working Group is to be set up when the Plan is further along.</p> <p>PN proposed he would provide new benches for the area.</p> <p>It was commented upon that there is a lack of local wildlife on the Fossdyke such as ducks and swans and it was queried whether this is due to a shortage of nesting places?</p> <p>A History Group leaflet holder is to be added in the area.</p> <p>b. Locality funding application progress</p> <p>LBr sent a link for the Locality funding application form. NC is to check the content prior to submission.</p> <p>c. Update on the draft NDP</p> <p><i>i. Discuss and approve who will draft the Plan Foreword</i></p> <p>LH is to start drafting the Foreword, further discussions to be held over who will be the final author with the local MP and/or Steering Group currently being considered.</p> <p><i>ii. Review and approve the updated Objectives</i></p> <p>The updated objectives (by LH, LS and NC) were reviewed and approved.</p> <p><i>iii. Update on mapping the existing and potential walking and cycle routes</i></p> <p>In progress.</p> <p><i>iv. Review and approve the Retail Policy</i></p> <p>LB drafted a map of retail units in the village which has been sent to NC and mapped up.</p> <p><i>v. Draft and approve the map of open spaces</i></p> <p>In progress. The lakes at Broadholme need to be added. The condition of the green space behind the Sun Inn was commented upon. It was suggested that the site owners Lincolnshire Co-op should be contacted and invited to a meeting.</p> <p>The local Sites of Nature Conservation Interest are also to be added as an Appendix.</p> <p>A search of land owners of these open spaces needs to be carried out.</p> <p><i>vi. Discuss and approve who will design the Final Plan and review of the draft front cover.</i></p> <p>Kerry Truelove has been suggested by NC who can design the Plan and take pictures around the village to include in it. It was agreed to request examples of her previous work, her job title, obtain a quote and other quotes.</p>	<p>PN. CH contact Canals and River Trust.</p> <p>CH.</p> <p>LH and LS by 25th March.</p> <p>LS add to agenda.</p> <p>LS update Policy Intentions Leaflet and NC.</p> <p>CH.</p> <p>-</p> <p>CH and PN.</p> <p>LH.</p> <p>RP email to CH.</p> <p>LS.</p> <p>LS.</p>
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	<p>A Full Council Extra-Ordinary meeting is to be requested to consider and approve the proposed quotes.</p> <p>The draft front cover was reviewed. CH to supply an old and new photo of the canal area. Also change the background colour.</p> <p>A full list of comments has been received from Community Lincs from the consultation questionnaires. A Working Group is to be set up to review all the comments and ensure all themes are included. The full list of comments is to be circulated.</p> <p>Comments have been shared with NC to add into the Plan where appropriate.</p>	<p>LS.</p> <p>CH.</p> <p>LS.</p> <p>LH.</p> <p>LS.</p> <p>NC.</p>
	<p>d. Young people's consultation (including cinema costings)</p> <p>The young people's survey is ready and will be distributed at local groups.</p> <p>The community cinema costings were received - £350 (where an entrance fee is charged) or £260 (where there is no entrance fee). An option would be to book the cinema for the Plan launch and/or as a future activity for older children in the area.</p>	<p>LH.</p> <p>-</p>
	<p>e. Project Plan</p> <p>RP updated the Group on the Project Plan. The target of a June/July referendum was queried due to the periods of time involved for the different statutory consultations and the impact of these on the June/July target.</p>	<p>LS contact LBr.</p>
	<p>f. Review and approve Character Assessment feedback</p> <p>The document has been reviewed by the Group and by some local residents who have lived in the parish for many years. It was agreed to approve the document.</p> <p>A discussion was held as to whether the Character Assessment would form part of the Plan as an Appendix or be a separate document.</p>	<p>LS send final feedback to CH.</p> <p>LS contact LBr for guidance.</p>
	<p>g. Review and agree comments on the Housing Needs Report</p> <p>The Report was approved.</p>	<p>LS send final comments to Community Lincs.</p>
	<p>h. Review and approve the Policy Intention Booklet</p> <p>The booklet was approved and is to be sent to local residents as an insert in the Foss Focus and available around the parish.</p> <p>The deadline for the Foss Focus is required and approval may be required from Full Council.</p>	<p>LS update.</p> <p>LS clarify.</p>
5.	<p>Local Business Consultation event - progress update</p> <p>a. To date 23 businesses have been visited by LH and personally invited. All local businesses have been invited via the Foss Focus, the website and Facebook.</p> <p>Businesses on the Saxilby business parks still need inviting.</p> <p>Businesses also to be reminded during the week.</p>	<p>-</p> <p>LS.</p> <p>LS and LH.</p>

	<p>b. Preparation and erection of display boards Prepare and set-up boards from 4pm</p> <p>c. Event set-up Those available requested to attend from 4pm to help set-up. Registration forms required.</p> <p>d. Purchase of food and drink Food and drink to be purchased. Wine glasses required.</p> <p>e. Consider uploading the business survey online It was agreed to add the survey online.</p>	<p>PR and GI.</p> <p>All. LS.</p> <p>LS and LH. CH ask at The Anglers.</p> <p>LS.</p>
6.	<p>Update on website and agree links between Parish Council and NDP website</p> <p>The Parish Council website has been updated on the NDP page to link to the NDP website. A link to the NDP page has been requested for the front page. The business event needs to be added to the news section.</p>	<p>LS.</p> <p>LS.</p>
7.	<p>Budget update (CH) An update was given by CH and it is to be sent to the Parish Clerk.</p>	<p>CH.</p>
8.	<p>Date of next meeting Thursday 24th March 7.30pm.</p>	<p>LS book room.</p>