



SAXILBY WITH INGLEBY

Neighbourhood Development Plan

Saxilby with Ingleby Neighbourhood Plan Steering Group Meeting Notes

Thursday 11th February 2016	Start: 7.30pm	Finish: 9.00pm
Venue: The Function 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> Chair - Liz Hillman (LH).</p> <p>Louise Bembridge (LB), Cath Cole (CC), Chris Hewis (CH), Gerry Ives (GI), Patrick Nicholson (PN), and Paul Roberts (PR)</p> <p>Lydia Smithson (LS) Administrator.</p>	-
2.	<p>Apologies for Absence Karen Baty (KB), Luke Brown (LBr, <i>West Lindsey District Council</i>) Alison Clubley (AC), and Ray Parnell (RP).</p>	-
3.	<p>Approve Meeting Notes from Thursday 28th January 2016 a. The notes from Thursday 28th January were reviewed and approved.</p>	LS send to LB to add online.
4.	<p>Update on the actions from the previous meeting: a. Feedback from the site meeting with Sean McGinley East Midlands Manager of the Canal and River Trust (CH)</p> <ol style="list-style-type: none"> 1. Two new interpretation boards are to be installed by the canal in the near future. The History group are preparing the content. CH. 2. A Bridge street/canal side volunteer tidy is to be promoted in the Foss Focus. CH. 3. GI suggested an application could be made to a grant fund which could be used to regenerate the canal/conservation area before the grant deadline of 16th June. GI add to Council agenda. <p>b. Update on Locality funding application and date for submission LBr not present. LS add to next agenda.</p>	

	<p>c. Update on Project Plan creation (RP) Draft Project Plan was received from RP. There was a query as to what an Employment Land Study (ELS) involves. The public consultation on the draft Plan needs to be increased to 6 weeks.</p> <p>Character Study from CH is in progress and should be completed by 22/02/16.</p> <p>Support is needed for developing policies in the draft plan.</p> <p>The final report and HNA is to be received from Community Links</p> <p>£5,000 in the budget for the Environmental Assessment may not be required.</p> <p>Draft vision and objectives completed.</p> <p>d. Summary of the 5th February Public Consultation Event (LH) Successful event with 89 attendees. A good atmosphere, with attendees engaging in the process. Limited success using the map which residents could mark where to build/not build, needed a bigger map and closer 'supervision.' It was noted that the Draft Local Plan may have sites already allocated and it was queried how this ties into the Neighbourhood Plan.</p> <p>e. Submission of the 5th February Event costs (CH) Currently waiting for invoices to arrive. Provisional costs are: £39.60 printing leaflets, £97.50 leaflet distribution, £45.00 lounge hire and £15.00 hall hire.</p> <p>The leaflet distribution invoice is to be reduced due to delivery issues. Event costs are to be shared 50/50 with Parish Council where applicable. A print out of the NDP Sage account including the nominal ledger codes since the project started was requested.</p> <p>f. Update on young people's consultation including the draft Children's and Youth Surveys (LH and LS) The survey is drafted for primary school children on Survey Monkey. A query was raised regarding Survey Monkey and if responses are anonymous. LH and LS to arrange to meet the School Business Manager and liaise regarding the consultation. For older children two more questions will be added regarding employment and housing. A discussion took place regarding the</p>	<p>LH clarify ELS. RP and LS update and upload.</p> <p>CH submit by 22/02/16.</p> <p>LH contact LBr for clarification Due 19/02/16.</p> <p>LBr to confirm.</p> <p>Approve 31/03/16.</p> <p>LH contact LBr regarding best practice for preferred location of housing consultation and query.</p> <p>LS send to CH.</p> <p>LS. LS check.</p>
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	<p>best way to engage with older children. Initial steps may be to link in with each school, social media could be used, or an event which the youth group could help organise.</p> <p>The deadline for this needs to be clarified with LBr.</p>	LS add to agenda.
5.	<p>Consider a monthly subscription to Survey Monkey (LS) It was agreed to subscribe monthly and review after two months.</p>	LS organise.
6.	<p>Update on the Budget (CH) A budget update was given.</p>	-
7.	<p>Neighbourhood Planning Event Steering Group Members were invited to attend the Neighbourhood Planning Event at Grantham on the 17th March</p>	LS email information to SG.
8.	<p>Update on the approval of the Vision and Objectives It was agreed to sign off the Vision and Objectives 31/03/16. More development is needed on the wording of the objectives.</p>	LS add to agenda to discuss with LBr.
9.	<p>Review of the draft Policy Intention Booklet A suggestion was made to re-name the sections stage 1, stage 2 etc to make the document more user friendly.</p>	LS format document in Publisher.
10.	<p>Develop a plan for the local business consultation Finding best practice was discussed. JI shared some best practice documents. Also need to speak to local businesses including those on the industrial estate to see what type of event and timings would work best. A cheese and wine evening event is a possibility. Check availability of the village hall for the week commencing 14th March. A list of local businesses is needed.</p>	<p>LS collate for 25/02/16.</p> <p>LS costings. LS by 25/02/16.</p> <p>CC by 25/02/16.</p>
11.	<p>Agree a deadline for receiving the draft Neighbourhood Development Plan document LBr not present.</p>	LS add to agenda.
12.	<p>Date of next meeting Thursday 25th February 7.30pm Also add to next agenda to see if Thursdays are the best evening to meet for everyone.</p>	LS book room and add to agenda.