



SAXILBY WITH INGLEBY

Neighbourhood Development Plan

Saxilby with Ingleby Neighbourhood Plan Steering Group Meeting Notes

Thursday 14th April 2016	Start: 7.30pm	Finish: 9.00pm
Venue: The Committee 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>Alison Clubley (AC), Cath Cole (CC), Chris Hewis (CH), Patrick Nicholson (PN), and Ray Parnell (RP).</p> <p>Lydia Smithson (LS) Administrator.</p>	-
2.	<p>Apologies for Absence Louise Bembridge (LB), Luke Brown (LBr, <i>West Lindsey District Council</i>), Natalie Cockrell (NC, <i>Neighbourhood Planning Officer</i>), Rosie Foster (RF), Gerry Ives (GI), Paul Roberts (PR), Colin Todd (CT) and Steph Tyson (ST).</p>	-
3.	<p>Approve Meeting Notes from Thursday 24th March 2016 The notes from Thursday 24th March were reviewed and approved.</p>	LS add online.
4.	<p>Update on the actions from the previous meeting:</p> <p>a. Update on Locality funding application LH, LS and LBr had a meeting and applied for £9,000 Locality funding. Based on correspondence with Locality following the application, if we are successful it is likely to be for no more than £8,000.</p> <p>b. Update on the draft NDP Version 5 has been received from NC and has been sent to Full Council. It was approved as a draft version to be sent out for Regulation 14 – where consultation on the draft Plan is undertaken</p>	<p>LH, LS update SG when outcome know.</p> <p>Email to Steering Group</p>

	<p>with statutory agencies, residents, and local businesses.</p> <p>NC is to complete the Consultation Summary and LS is to complete the children's and young people's consultation report for inclusion in the draft plan prior to releasing for Regulation 14 consultation. Provisional date for release of the draft Plan is Tuesday 3rd May.</p> <p>c. Update on children's and young people's consultation Final deadline for receiving the consultation responses is Tuesday 19th April and the consultation report is to be completed and shared with NC. A final email is to be sent to the school with the deadline date and to request the return of the spare rosettes.</p> <p>d. Update on mapping of walking/cycling routes and open spaces The routes have been mapped and added to the plan, with thanks to CH. Four areas are to be nominated as designated green spaces. The Land Registry Title information has been obtained for these sites. CH spoke about some images that have been released nationally through a LIDAR method which uses laser to take pictures of the land and just below the surface, which could possibly be included in the Plan. See Saxilby History Group Facebook page for a link to the website.</p>	<p>NC and LS. LS email SG and Council when draft is released for Regulation 14.</p> <p>LS.</p> <p>LS.</p> <p>-</p> <p>-</p> <p>-</p> <p>LS investigate.</p>
5.	<p>Initial discussion for Saxilby Gala stand on 16th July The Group agreed to have a stand. A marquee is available for free, however the Group may share a marquee with the History Group. Email Steering Group with the date for their diaries. Price up promotional material. Add as an ongoing agenda item.</p>	<p>LS. CH/LS.</p> <p>LS. LS. LS add to next agenda.</p>
6.	<p>Approve updated business consultation document The Steering Group approved and accepted the document.</p>	<p>LS upload online.</p>
7.	<p>Consider which documents to get printed, numbers and locations to display them, for the forthcoming Regulation 14 consultation It was agreed to get the following documents printed: Draft Plan (30), Policy Intentions Document (50), Community Lincs Consultation Report (3), Community Lincs Housing Needs Survey Report (3), Case Study (50) and Consultation Feedback Leaflets (100-200). Provisional numbers were agreed, shown in brackets above, in order to obtain printing quotes.</p>	<p>LS share quotes by 18th April.</p>
8.	<p>Consider arranging older people's focus groups to feed into the consultation process See below.</p>	<p>-</p>

9.	<p>Consider a proposal to meet with local groups to consult on the draft Plan</p> <p>It was agreed that raising awareness of the draft Plan consultation, including for older people in the area, could take place through visiting local groups and residential homes (e.g. at their coffee morning) during the six week period.</p> <p>The Group needs to find out when groups meet and arrange to have a chat with them during the consultation period.</p>	LS.
10.	<p>Project Plan update</p> <p>The Project Plan was reviewed and it was agreed to aim for 3rd/4th May to release the draft Plan for Regulation 14 (draft plan consultation) to allow enough time for the collation of documents and printing to occur.</p> <p>Project Plan to be updated and sent to SG, the Clerk and NC.</p>	LS. RP.
11.	<p>Update on the Budget</p> <p>A short update was given. Latest print out of the accounts is required.</p>	LS send to CH.
12.	<p>Review some Neighbourhood Plans and give feedback for ideas for the graphic design of the Saxilby with Ingleby Plan (break out session)</p> <p>Feedback was given on the visual aspects that Group members liked and disliked, to shape the design of the final Plan.</p>	LS.
13.	<p>Dates of the next meetings</p> <p>Thursday 28th April 7.30pm Thursday 12th May 7.30pm</p>	LS book room.