



SAXILBY WITH INGLEBY

Neighbourhood Development Plan

Saxilby with Ingleby Neighbourhood Plan Steering Group Meeting Notes

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| Thursday 24th March 2016 | Start: 7.30pm | Finish: 8.45pm |
| Venue: The Committee Room, St Andrews Community Centre, William Street, Saxilby, LN1 2LP. | | |

| No. | Item and Action | Action Owner |
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| 1. | <p>Welcome and attendees <u>Steering Group (SG)</u> Chairman - Liz Hillman (LH).</p> <p>Louise Bembridge (LB), Cath Cole (CC), Rosie Foster (RF), Gerry Ives (GI), Patrick Nicholson (PN), Paul Roberts (PR), Colin Todd (CT) and Steph Tyson (ST).</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), Natalie Cockrell (NC, <i>Neighbourhood Planning Officer</i>), Chris Hewis (CH) and Ray Parnell (RP).</p> | - |
| 3. | <p>Approve Meeting Notes from Thursday 10th March 2016 The notes from Thursday 10th 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 A meeting with LH, LS, LBr is to be held on Tuesday 29th March.</p> <p>b. Update on the Plan Foreword The Steering Group reviewed who has written the Foreword for other neighbourhood plans and proposed that a joint Foreword should be written by the Chairman of the Parish Council and the Chairman of the Steering Group.</p> | LH and LS. LS add to Council meeting papers. |

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| | <p>c. Update on the draft NDP</p> <p>i. Agree feedback and amendments on the initial draft Plan It was agreed to send the feedback received from LH, RP and LS on the draft plan.</p> <p>ii. Update on mapping the existing and potential walking and cycle routes A County Council map has been received. Mapping is in progress.</p> <p>iii. Approve the map of open spaces In progress.</p> <p>iv. Review quotes for the final design of the Plan and supporting documentation (including the Character Assessment) The quotes were reviewed and the Steering Group proposed the Administration Assistant designs the Final Plan and Character Assessment.</p> <p>d. Update on children's and young people's consultation 70 children have completed the online survey at Saxilby School to date. The 11-21 year olds survey is available online and promotion will be added on Facebook this weekend. To date 17 paper surveys have been completed by children attending Scouts.</p> | <p>LS update and send to NC.</p> <p>CH.</p> <p>CH.</p> <p>LS add to Council meeting papers.</p> <p>LS collate findings and produce report.</p> |
| 5. | <p>Summary of Local Business Consultation event Personal invites were sent out to local businesses, including the Ingleby and Saxilby business parks. 17 business representatives from the local area came and gave their views. 11 questionnaires have been returned to date. LS to undertake analysis. RP offered to help next week with analysis if required.</p> | <p>LS collate findings and produce report.</p> |
| 6. | <p>Feedback from the DCLG Neighbourhood Plan Roadshow (LH) LH and LS attended the roadshow where LH made a presentation on the Steering Groups experience of community engagement. The Department for Local Government included a printed case study for Saxilby with Ingleby Neighbourhood Plan in all delegates packs.</p> | <p>LB add copy of case study online and a news item. LS add link to the NDP roadmap from the website.</p> |
| 7. | <p>Project Plan update RP not present. Following clarification from LBr the referendum is looking more like September. A query was raised as to whether we have a stand at the 16th July Saxilby gala. Consultation with older people may be required.</p> | <p>LH and LS confirm timeline. LS confirm and book. Add to next agenda.</p> |

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| 8. | <p>Discuss and agree who will complete the consultation summary and consultation statement</p> <p>It was agreed to ask NB to complete these specialist documents following confirmation of costs.</p> | <p>LH and LS clarify timescales with LBr. NB.</p> |
| 9. | <p>Budget update</p> <p>CH not present.</p> <p>Some initial printing costs have been obtained by LS for printing the final Plan. Printing of supporting documents and the draft Plan will be required for events and will need to be included in the printing budget. GI provided some information on Instant Print as an option for printing.</p> | <p>CH update budget.</p> |
| 10. | <p>Date of next meeting</p> <p>Thursday 14th April 7.30pm.</p> | <p>LS book room.</p> |