



# SAXILBY WITH INGLEBY

## Neighbourhood Development Plan

### Saxilby with Ingleby Neighbourhood Plan Steering Group Meeting Notes

Thursday 28th January 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><b>Welcome and Introductions</b></p> <p><u>Steering Group (SG)</u> Chair - Liz Hillman (LH).</p> <p>Louise Bembridge (LB), Cath Cole (CC), Alison Clubley (AC, <i>left at 8.25pm</i>), Chris Hewis (CH), Gerry Ives (GI), Ray Parnell (RP) and Paul Roberts (PR).</p> <p>Lydia Smithson (LS) Administrator.</p> <p>Luke Brown (LB) West Lindsey District Council (<i>arrived at 8.00pm</i>).</p>	-
2.	<p><b>Apologies for Absence</b></p> <p>Karen Baty (KB) and Patrick Nicholson (PN).</p>	-
3.	<p><b>Notes from previous meeting</b></p> <p>a. The notes from Thursday 14<sup>th</sup> January were reviewed and approved with an amendment to page 1 from "...<i>heritage site</i>" to "...<i>conservation area</i>."</p> <p><b>Update</b></p> <p>b. Sean McGinley (SM) (<i>East Midlands Manager of the Canal and River Trust</i>) has been in touch with CH and the History Group is going to design a new information board to be sited by the canal.</p> <p>c. CH has arranged a meeting with any members of the Steering Group who wish to have a walk around the Fosdyke area on Saturday 6<sup>th</sup> Feb at 3pm by the Canal side. SM expressed an interest in joining the group.</p>	<p>LH amend LB add to website</p> <p>CH</p> <p>CH</p>

	d. CH to invite SM to the 5 <sup>th</sup> February consultation event.	CH
4.	<p><b>Questionnaire - up date of report including the main themes</b></p> <p>a. The Steering Group (SG) received the <u>draft</u> Housing Needs Assessment Report and the Community Questionnaire Analysis Report from Community Links. The reports are to be read by the Steering Group and any errors noted should be forwarded to LS to collate.</p> <p>b. LH to email the Housing Needs Assessment and Community Questionnaire Analysis Reports to the Parish Council.</p> <p>c. LS proof read the Reports and mark up any errors/omissions.</p> <p>d. The draft Reports are to be made available online inviting comments from residents.</p> <p>e. LS is to review the Parish Council and Saxilby with Ingleby Neighbourhood Development Plan websites and ensure they are integrated so all information is easily accessible.</p>	<p>SG by 05/02/16</p> <p>LH by 04/02/16</p> <p>LS by 05/02/16</p> <p>LB by 05/02/16</p> <p>LS by 29/02/16</p>
5.	<p><b>Consultation Event 5th February 2016</b></p> <p>a. Community Links to deliver display boards to CH on 03/02/16.</p> <p>b. Two headings needed for the extra boards – 1.Tourism, 2.Vision and Objectives. CH to add content to the boards (i.e. History of the canal and “what are your views to develop tourism by the canal?”). GI to print the board headings. We need a second board with ‘Vision and Objectives.’</p> <p>c. More volunteers are required to serve event refreshments and cakes are needed for the event.</p> <p>d. Steering Group identification lanyards have been purchased.</p> <p>e. Signing in table will need cover during the event.</p> <p>f. Event set-up will be from 2.30pm with the event running from 3pm-9pm.</p> <p>g. The final confirmation of which Parish Councillors will be present for the Council Meeting being held at the event is expected shortly.</p> <p>h. LB to provide small flags for the consultation on locations to develop and not develop within the parish.</p>	<p>CH</p> <p>GI and CH</p> <p>SG</p> <p>GI</p> <p>SG</p> <p>SG let LS know availability</p> <p>LH</p> <p>LB</p>
6.	<p><b>Publicity of the event: Flyers and banners/media/groups/posters</b></p> <p>a. The flyers, leaflets and banners have been designed by RP for the event. LH thanked RP for his contribution.</p>	-

	<p>b. 2000 leaflets have been ordered by GI. The leaflets will be distributed at £65 per 1000 around Saxilby on 30-31<sup>st</sup> January. Steering Group to confirm they have received a leaflet.</p> <p>c. PN to deliver leaflets to Ingleby.</p> <p>d. Posters were shared with the Steering Group to distribute to local businesses to display.</p> <p>e. PR to erect three banners around the village.</p> <p>f. Event to be promoted on Facebook and on the website.</p> <p>g. Events to be added to Parish Council website newsfeed and site pages.</p> <p>h. Event to be promoted at local groups e.g. U3A meeting, Keep Fit etc</p> <p>i. LH prepare Press Release.</p> <p>j. LB to bring CPRE Neighbourhood Development Planning booklets to the event to distribute.</p>	<p>LS email SG</p> <p>PN by 31/01/16</p> <p>SG By 01/02/16</p> <p>PR on 30/01/15</p> <p>LB by 31/01/16</p> <p>LS contact Clerk by 01/02/16</p> <p>SG by 04/02/16</p> <p>LH by 01/02/16</p> <p>LB</p>
7.	<p><b>Further funding to cover costs of future Consultation Events</b></p> <p>a. LB spoke about applying to Locality for £8,000 further funding. Based on current projections it is estimated that there will be a £10,300 overspend if no further funding is secured.</p> <p>b. This projection includes the cost of an Environmental Impact Assessment which can cost up to £5,000 but an Assessment may not be required.</p> <p>c. When securing Locality funding it would need to be used in that financial year so it may be beneficial to wait until April.</p>	<p>LB will apply to WLDC for Locality Money</p>
8.	<p><b>Timeline and Project Plan</b></p> <p>a. RP is to develop a timeline and project plan which will be shared and added online.</p>	<p>RP</p>
9.	<p><b>Budget Update</b></p> <p>a. CH provided an update. There is £11,800 left in the budget.</p> <p>b. CH to calculate 5<sup>th</sup> February event costs in order to share the costs with the Parish Council.</p>	<p>-</p> <p>CH</p>
10.	<p><b>Youth Survey</b></p> <p>a. LH and KB carried out consultation with the Youth Group. The results of the consultation were shared with the Steering Group and the themes from the results have been used to draft a survey</p>	<p>-</p>

	<p>for 11-18 year olds.</p> <p>b. The survey will be available online and on paper for young people to complete. LS and LH to develop survey and LS to create in Survey Monkey.</p> <p>c. Ways to share the survey and encourage young people to have their say were discussed including through schools, Facebook and the website.</p>	<p>LS by 10/02/16</p> <p>-</p>
11.	<p><b>Saxilby Primary School/Young People</b></p> <p>a. JF met with LH and they formatted the draft survey for under 11 years. It will form a baseline for a survey for the older age group.</p>	
12.	<p><b>Date for consultation with local businesses</b></p> <p>a. An event in early March in the village hall (e.g. cheese and wine evening) is to be planned for local businesses. The provisional date is Thursday March 10<sup>th</sup>.</p>	<p>LS check village hall lounge availability</p>
13.	<p><b>Neighbourhood Planning Event</b></p> <p>a. Members of the Steering Group have been invited to a Neighbourhood Planning Event in March by Community Links. A Steering Group Member has been invited to contribute a 15 minute presentation on the Neighbourhood Development Plan process from a community perspective focussing on community engagement. LH and LB to attend.</p>	<p>LH and LB prepare presentation</p>
14.	<p><b>Vision and Objectives and Date and Time of Next Meeting</b></p> <p>a. Setting the <u>draft</u> Vision and Objectives based on the Consultation Reports received from Community Links was considered.</p> <p>b. The Objectives will be based on the key themes coming out of the consultation.</p> <p>c. Creating a Policy Intention Booklet which summarises how the Objectives could be delivered through the planning process.</p> <p>d. Within the final Neighbourhood Development Plan LB also suggested the existing retail area should be mapped out as a key area to retain and enhance.</p> <p>e. The vision and policy intentions are to be agreed by 11<sup>th</sup> Feb ready to put in the Foss Focus and online by the end of February.</p>	<p>RP draft vision by 01/02/16</p> <p>LB draft objectives by 04/02/16</p> <p>LS and LB on 09/02/16</p> <p>SG</p> <p>LH speak to Foss Focus editor</p>