



# SAXILBY WITH INGLEBY

## Neighbourhood Development Plan

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

Thursday 05th May 2016	Start: 7.30pm	Finish: 8.45pm
Venue: The Committee Room, St Andrews Community Centre, William Street, Saxilby, LN1 2LP.		

No.	Item	Action Owner
1.	<p><b>Welcome and attendees</b>  <u>Steering Group (SG)</u>            Chairman - Liz Hillman (LH).</p> <p>Louise Bembridge (LB), Cath Cole (CC), Chris Hewis (CH), Gerry Ives (GI), Ray Parnell (RP), Paul Roberts (PR), and Steph Tyson (ST).</p>	-
2.	<p><b>Apologies for Absence</b></p> <p>Karen Baty (KB), Luke Brown (LBr, <i>West Lindsey District Council</i>), Alison Clubley (AC), Natalie Cockrell (NC, <i>Neighbourhood Planning Officer</i>), Rosie Foster (RF), Patrick Nicholson (PN), Lydia Smithson (LS) Administrator, Keith Taylor (KT) and Colin Todd (CT).</p>	-
3.	<p><b>Approve Meeting Notes from Thursday 14<sup>th</sup> April 2016</b>            The notes from Thursday 14<sup>th</sup> April were reviewed and approved.</p>	LS add online.
4.	<p><b>Update on the actions from the previous meeting:</b></p> <p><b>a. Update on Locality funding application</b>            LH explained that £8115 had been obtained and accepted in grant funding from Locality. She explained the process that had taken place, accounting procedures required, and that unspent monies would have to be returned.</p> <p><b>b. Update on the draft NDP and Consultation Summary</b>            LH apologised for the short timescales given for comment on recent documents due in part to NC's parental commitments. The</p>	

	<p>need to ensure adequate time to review future documents was agreed.</p> <p><b>c. Update on Regulation 14 progress</b>  The recently circulated documents underlined the fact that we had carried out comprehensive consultation and LH stated that Regulation 14 Consultation had begun at 17.00 on 4th May. It will run until 17.00 on 16th June. LS had written to WLDC and statutory consultees on 3rd May and details had been on the Saxilby NDP website from 2nd May. The procedures surrounding consultation responses and outlined.</p>	<p>LS email list of consultees to Steering Group</p>
5.	<p><b>Saxilby Gala Update</b>  The Consultation Engagement Officer had offered to share his marquee with the Steering Group. It was agreed that though this was a kind offer, the group had previously accepted an offer to share a marquee with Saxilby History Group.</p> <p>LS had costed various ‘freebies’ to publicise the NDP. After discussion it was agreed that the unused rosettes represented the best (and lowest cost) option. LH and LS would continue to chase the school for their return.</p>	<p>LS notify KT.</p> <p>Review at next meeting.</p>
6.	<p><b>Review and accept the children’s and young people’s consultation document</b>  It was unanimously agreed that LS had produced an excellent document from the results of the Children’s and Young People’s Consultation.  It was agreed that in light of the results, the term “skate park” was an outdated description of the desires of the youth of the village and that ‘Wheel Park’ more accurately represented their aspirations. The NDP should be amended to reflect this terminology.</p>	<p>NC update draft Plan.</p>
7.	<p><b>Confirm arrangements for community consultation as part of Regulation 14:</b></p> <p>LH confirmed the dates and times of the 2 upcoming consultation events (Fri 13<sup>th</sup> May at Saxilby Village Hall 4pm-7pm and Tue 24<sup>th</sup> May at St Andrews Centre 10am-12noon) and explained that there was little choice of available dates for the Village Hall.</p> <p>RP distributed the poster design for the consultation period. It was agreed that refreshments should be provided for the Village Hall event and that the posters should be amended to reflect this (Jackets and Fillings, Tea and Coffee). RP to email amended poster to GI for printing and to LB for the website. The poster will be ‘valid’ for the full 6 weeks of the consultation.</p> <p>LH would source jackets and fillings, KB would deal with Tea and Coffee. RP will provide plastic cutlery. PR would collect display boards</p>	<p>RP.</p> <p>LH, KB, GI, PR and RP.</p>

	<p>for the Village Hall event and would put out banners this weekend. GI will print and bind 5 additional copies of v7 of the draft plan for use at consultation events.</p> <p>LH distributed copies of the DCLG Case Study document, and the Policy intentions document to all present.</p>	
8.	<p><b>Consideration of the Independent Health Check</b> LH explained that LBr had confirmed that a Health Check was not mandatory and that Ann Skippers was willing to review the plan. WLDC would fund the review. It was agreed that this was the best option.</p>	
9.	<p><b>Project Plan update</b> RP distributed an updated Project Plan, explaining that there were only minor changes from the last version and that the referendum was still on track for Sep/Oct 2016. A copy is available on the NDP website under the resources webpage.</p>	
10.	<p><b>Update on QR Code for access to the NDP website</b> RP had produced QR codes for the website, Facebook page, and to allow download of V7 of the plan to smart phones/tablets.</p>	
11.	<p><b>Review the Terms of Reference (ToR) for the Steering Group</b> LH/LS to discuss the need to review TORs and review at next meeting.</p>	LS/LH.
12.	<p><b>Update on the Budget</b> CH outlined the updated budget/expenditure, commenting that if the £2,000 cost of the health check were removed, we were more or less on budget.</p> <p>LH would remind the Parish Clerk of the agreement to share the costs of flyer distribution for the joint February event.</p> <p>CH asked if the monthly cost of Survey Monkey could be removed if the facility was no longer required, and stated that there may be a small saving if the NDPSG was dissolved in November as he had budgeted for a full year's wages for the NDP Assistant.</p> <p>RP requested that the budget/expenditure sheet be circulated once reviewed.</p>	<p>LH.</p> <p>LH/LS/CH to meet to review the budget prior to the next meeting.</p> <p>LS.</p>
13.	<p><b>AOB: Invite to West Lindsey District Council</b> LH outlined LBr's letter regarding the WLDC Information and Networking Event at Welton on Saturday 11th June.</p>	LS contact LBr for more details of his expectations of the SG for the event
14.	<p><b>Date of the next meeting</b> <del>Thursday 19<sup>th</sup> May 7.30pm</del> Rearranged for Friday 20<sup>th</sup> May 7.30pm</p>	LS book room.