

Goxhill Parish Neighbourhood Plan Steering Committee Minutes

Minutes of the Steering Committee meeting held at 7:00pm on Wednesday 20th November 2019 at The Parish Rooms, Howe Lane, Goxhill

Present: Jack Lawtey, Paul Morgan, Freda Dunkley, Jeff Teasdale, Vicky Kulleseid,
Dave Lofts
Also, Present: Vicky Haines – Parish Clerk

Minutes

1911/1 Apologies
To note apologies for absence
Apologies were received from Stan Robertson, Lucy Bedford, Matt Kulleseid and Shirley Tull

JL updated the meeting on Shirley's absence to the meeting and the members wished Shirley a Speedy recovery

1911/2 Minutes of the previous meeting
To approve and sign as a true record the minutes of the Steering Group meeting held on Wednesday 9th October 2019
JL ran through the actions from the previous minutes:

- Moratorium on building to be considered at the previous council meeting however was not on the agenda for discussion.
- Contact to be made to Tile Yards and Barrick's which is complete
- Article for the Gander complete
- Young Survey update to be given on the correct item on the agenda
- VK to speak to LB to gather input on the survey

RESOLUTION: The minutes were duly approved and signed

JL addressed the meeting regarding the recently received email from NLC informing the steering group that the consultation period is to be postponed due to the elections and the general consensus from the committee is to hold off the local consultation period until January 2020.

DL updated the meeting that we are still waiting for the official sign off however the cabinet members are preoccupied with canvassing for the election and it is critical the local consultation period overlaps the NLC consultation as that will influence the local plan.

The Steering group confirmed a start date for the consultation period of 13th January 2020 and the adult survey will run for 8 weeks and the young person's survey to last 6 weeks

1911/3 Survey Document
To review the survey document
VK updated the meeting that further research is required to confirm what type of questions to be included in the young person's survey and addressed the steering group of any suggestions they may have, also once the survey goes live no further updates can be implemented.
Confirmed the young person's survey will start at age range 10 to 11 year olds and could be targeted through an assembly at Goxhill Primary school, this would target the required age and would be an excellent opportunity to inform the children about Neighbourhood Plan allowing the children to complete the survey which will ensure 100% response.
Adult survey to start at adults aged 17 to 18 years old, however there may be an overlap with survey questions.
RESOLUTION: Goxhill Primary School to be contacted to see establish if an assembly can be organised to target Year 6 pupils **ACTION: JT & PM**
RESOLUTION: The main secondary Schools to be contacted to target the required age range children that live in Goxhill **ACTION: JT & PM**
RESOLUTION: To target the school buses pick up and drop off points to hand out information tickets regarding access to the survey **ACTION: JL**

Steering group to confirm which platform(s) the survey monkey will be available on, such as Facebook, Email etc. Testing to be made to ensure only the survey can be accessed once the link is clicked to ensure security to the younger users.

RESOLUTION: Different platform information to be emailed to the Steering group **ACTION: VK**

VK informed the steering group enforcement can be implemented so all questions have to be answered on the survey and there is a predicted completion time of 20 minutes.

Posters to be produced to include information on Neighbourhood Plan and where the survey can be accessed which will be displayed in local businesses, social media, Goxhill Parish Council website, noticeboards to create as much awareness as possible.

Article to be put in March 2020 Gander providing an update on the progress of the Consultation period and survey responses with the possibility to leave the survey available for Completion for an additional 2 weeks ensuring all Parishioners have had the opportunity to complete

1st March 2020 to be the initial cut off period for the survey and that all the data will be Collated automatically apart from the paper copies which can be collated using excel

A brief discussion took place regarding the suggested amendments to be made to the survey and the steering group agreed for all the amendments to be looked at away from the meeting
RESOLUTION: That the suggested amendments to be addressed and comments to be email to JL before 08:00 on Tuesday 26th November **ACTION: ALL**
RESOLUTION: That the collated amendments are emailed to VK before 08:00 on Wednesday 27th November **ACTION: JL**
RESOLUTION: That the amended survey is emailed to the Steering group for Consideration **ACTION: VK**

1911/4

Survey Document Printing and Distribution

To consider the arrangements for the paper copy printing and distribution of the Survey Tile Works have confirmed 100 print runs, Barricks 50 print runs through Newton Printers and Keigars have offered to make a contribution but no detail given and have asked if they can see the design prior to printing. The steering group confirmed to include the supporting company names on the leaflets as a special thanks

The current survey has 16 pages and VK to address the presentation of the document by closing any large blank spaces

DL asked the steering group if an introduction to Neighbourhood plan will be included describing the Vision, Objectives on the posters and leaflets

RESOLUTION: That a brief introduction is emailed to VK which is to be included In all Marketing as well as the logo **ACTION: DL**

1911/5

Yearly Plan Survey Document

To review the draft Yearly Plan Survey document

This item agenda is a duplication of item 1911/6 and does not require any discussion

1911/6

NLC Project Plan document

To review the NLC project plan document

That the Steering group agreed to defer this item to the next meeting

JL discussed the recent email regarding the Neighbourhood Steering group is a committee of the Parish Council and the members need to sign and abide to the code of conduct in order to vote on decisions. This has led to some members to be unhappy and have raised concerns that the Parish Council could effectively intervene at any time and change or disagree with the work the steering group have worked on.

The steering group agreed for a terms of reference document to be created for the Neighbourhood Plan committee which will provide reassurance to the members.

**RESOLUTION: That a draft term of reference is emailed to JL and VH (Clerk) for adaption
Prior to being adopted by the committee** **ACTION: DL**

1911/7 GPNP Steering Group AGM

To discuss the GPNP Steering group AGM

That the Steering group confirmed to schedule in a date for March 2020 and confirmed all Relevant paper work to be completed prior to the meeting

1911/8 Agenda for next scheduled meetings

1. Wednesday 8th January 2020 at 7.00pm in the Parish Room, Goxhill

Agenda Items: (i) Survey Launch

2. Wednesday 12th February 2020 at 7.00pm in the Parish Rooms, Goxhill

Agenda Items: (i) The steering group to adopt the terms of reference
(ii) Declarations of interest forms to be signed and received
(iii) Review Survey progress
(iv) Project Plan

3. Wednesday 25th March 2020 at 7.00pm in the Parish Rooms, Goxhill

Agenda Items: AGM

1911/9 Date of next Meeting

To confirm the date, time and location of the next meeting

Wednesday 8th January 2020 at 7.00pm

in the Parish Room, Goxhill