

# Goxhill Parish Neighbourhood Plan Steering Committee Minutes

Minutes of the Steering Committee meeting held at 7:00pm on Wednesday 8<sup>th</sup> January 2020 at The Parish Rooms, Howe Lane, Goxhill

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

## Minutes

2001/1

### Apologies

To note apologies for absence

Apologies were received from Stan Robertson, Lucy Bedford, Dave Lofts, Jayne O’Flynn and Shirley Tull

2001/2

### Minutes of the previous meeting

To approve and sign as a true record the minutes of the Steering Group meeting held on Wednesday 20<sup>th</sup> November 2019

**RESOLUTION: The minutes were duly approved and signed**

2001/3

### Survey Launch

To review and confirm the survey launch

Emma Abbot has kindly re-activated the Neighbourhood Plan email address ‘goxhillparishplan@gmail.com’ reset and shared the password with the steering group ready for the email to be published on all literature. Confirmation that the recovery information requires updating. MK confirmed during the meeting the email is working

**RESOLUTION: That the email account is be accessed** **ACTION: All**

JL discussed the email received from Dave Lofts and clarified NLC are expecting their consultation to start shortly and the local consultation will still continue to start on the 13<sup>th</sup> January.

A discussion took place regarding the introduction document to decide on wording and the best layout to attract the targeted audience. The steering committee agreed for DL’s suggestions to be implemented within this document.

**RESOLUTION: That the introduction document is amended as discussed and circulated** **ACTION: VK**

Confirmation that the Introduction document cannot be implemented in the survey however Will be added to the paper copy and be used to advertised along with the poster Jeff Teasdale has kindly created.

Details on how to access the survey to be advertised on Social Media: Goxhill Grapevine, Goxhill Events, Goxhill Voice, Village Noticeboards, Goxhill Families, GRAG as well as all local Business depending upon permission, lamp posts, Church and Chapel Noticeboards, The Gander and Goxhill Parish Council website.

**RESOLUTION: That admin for each social media page is contacted to turn off commenting prior to the survey information being published on Monday 13<sup>th</sup> January** **ACTION: VK**

VK confirmed in the meeting 5 people have completed the online survey resulting in an average competition time of 15-20 minutes.

JL confirmed the survey is officially finalised and ready to be launched on Monday 13<sup>th</sup> January 2020.

**RESOLUTION: That the posters are laminated and distributed around the village before Monday 13<sup>th</sup> January** **ACTION: JL**

JL informed the meeting that the young Persons Survey has been completed by a 16-year-old And the young lady has kindly provided comments to some of the questions to assist the steering group before the survey is finalised

**RESOLUTION: That the completed survey is scanned and distributed amongst The committee members to comment** **ACTION: VK**

JT updated the meeting regarding the printing of the survey and confirmed the cost will be £38.50 plus VAT for every 50 and a special thanks stating all the company names will be

included to the printed documents.

**RESOLUTION: That amended documentation is sent to JT ready to be forwarded To Newton Printers to be printed** **ACTION: VK**

**RESOLUTION: That contact is made to each of the sponsored companies to contact Newton Printers directly to request the invoice** **ACTION: PM**

JT updated the meeting regarding the outcome of the local schools assisting with the completion of the young person's survey and Goxhill Primary School were very accommodating in allowing JT and PM addressing the year 6 pupils in a dedicated assembly. Baysgarth School would prefer an online survey that would be emailed out to the parents of the pupils located in Goxhill. Sir John Nelthorpe were happy to distribute hard copies to the Goxhill pupils asking to complete and return back to the steering committee. Vale of Ancholme were happy to distribute the survey however would like to see a copy first and Caistor Grammer are happy to accommodate but would like to receive the postcodes of the children Concerning as well as seeing a copy of the survey.

JT suggested that the Young person's survey to be launched on 24<sup>th</sup> February which is after the half term and allowing time for the steering committee to complete and finalise all necessary tasks

**RESOLUTION: That Caistor Grammer is re-contacted to establish what format they would prefer the survey in** **ACTION: JT**

2001/4

Agenda for next scheduled meetings

1. Wednesday 12<sup>th</sup> February 2020 at 7.00pm in the Parish Rooms, Goxhill

Agenda Items: (i) The steering group to adopt the terms of reference  
(ii) Update on Young Persons Survey  
(iii) Declarations of interest forms to be signed and received  
(iv) Update on the main Survey  
(v) NLC Consultation  
(vi) Re-launch of main survey  
(iv) Project Plan

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2. Wednesday 25<sup>th</sup> March 2020 at 7.00pm in the Parish Rooms, Goxhill

Agenda Items: AGM

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2001/5

Date of next Meeting

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

Wednesday 12<sup>th</sup> February 2020 at 7.00pm

in the Parish Room, Goxhill