

Goxhill Parish Neighbourhood Plan Steering Committee Minutes

Minutes of the Steering Committee meeting held at 7:00pm on Thursday 13th February 2020 at The Parish Rooms, Howe Lane, Goxhill

Present: Jack Lawtey, Paul Morgan, Freda Dunkley, Jeff Teasdale, Vicky Kulleseid and Dave Lofts

Also, Present: Vicky Haines – Parish Clerk

Minutes

2002/1 Apologies

To note apologies for absence

Apologies were received from Shirley Tull and Matt Kulleseid

2002/2 Minutes of the previous meeting

To approve and sign as a true record the minutes of the Steering Group meeting held on Wednesday 8th January 2020

RESOLUTION: That the minutes were duly approved and signed

The Committee agreed to move item 2002/8 to be the next item on the agenda to be discussed

2002/8 NLC Consultation

To receive an update regarding the NLC consultation

Dave Lofts attended the meeting and sympathised with the concerns raised regarding the lack of notice for the Local Plan consultation period. The consultation was due to start in November 2019 but was postponed due to the general election. NLC are not required to hold consultation events but always have done, unfortunately this time the events are following very closely behind the publication of the Local Plan proposal with our local ones at Ulceby and Barton happening on 18 & 19 February. The steering committee expressed their concern as they were hoping to have some presence at one of the consultation events, however the lack of notice will prevent this from happening to the disappointment of the committee. Confirmation by DL the links to the local plan documentation will go live Friday 14th February 2020, Noon

RESOLUTION: That the links to the local plan are advertised on Facebook

ACTION: Clerk

The Committee agreed to move item 2002/6 to be the next item on the agenda to be discussed

2002/ 6 Main Survey

To receive an update regarding the main survey and progression since the launch

VK updated the meeting that as of 13th February 2020 there had been 77 on-line surveys Completed. There is a 90% average completion rate with the average completion time of 20 minutes.

The Committee agreed to move item 2002/7 to be the next item on the agenda to be discussed

2002/ 7 Main Survey Re-Launch

To consider re-launching the main survey

That the committee agreed to include information in the next Gander article to refresh the survey As well as the local plan links. JL discussed with the steering committee about approaching Co-op seeking permission to hand out the surveys during busy periods as part of the relaunch and original Facebook group posts to be refreshed

RESOLUTION: That the gander article is amended and circulated to all committee members as a matter of urgency which includes links to the local plan and survey monkey

ACTION: JT

RESOLUTION: That the steering committee are to comment and give approval via email to the revised Gander article by Friday 14th February 2020 to JT

ACTION: All

RESOLUTION: That Lincolnshire Coop are contacted seeking permission to distribute paper surveys in store **ACTION: JL**
RESOLUTION: That the survey monkey link is published on the Parish Council's website **ACTION: Clerk**

2002/3 Terms of Reference

That the steering group review and amend or adopt as required the Neighbourhood Plan Terms of Reference

That the Terms of reference were reviewed and the committee raised the issue regarding non attendance to meetings and the committee agreed to add an additional amendment stating none attendance from a committee member for 6 consecutive meetings will result in the committee member being removed from the Neighbourhood Plan Steering Committee unless an acceptable reason is given. A question was raised regarding Casting Vote and was confirmed this term is used which is given by a chairperson to decide an issue when the votes on each side are equal.

RESOLUTION: That the ToR are amended and circulated allowing until 29th February 2020 for comments and if no further amendments are suggested, the revised ToR will be automatically adopted and confirmed at the next meeting

ACTION: Clerk

2002/4 Declarations of interest forms

That the declarations of interest forms are completed and returned to the Clerk

That the forms and guidance notes were distributed to the members ready to be completed and returned at the next meeting. The Clerk informed the members all completed forms will be sent to North Lincolnshire Council and will be published under Declaration of Interest.

Any future amendments to each members DPI form is to be discussed with the Clerk and the relevant paper work to be updated

RESOLUTION: That the forms are completed and returned

ACTION: All

2002/5 Young Persons Survey

To receive an update regarding the young person's survey and consider any outstanding issues or improvements prior to the launch.

Confirmation the young person's survey will go live 24th February 2020 and in total 1 of the schools contacted requires paper copies

RESOLUTION: That contact is made to establish how many hard copies are required and to organise the additional surveys to be printed

ACTION: JT

RESOLUTION: That contact is made to all the local groups in the village ensuring awareness of the survey and encourage completion

ACTION: PM

2002/9 Project Plan

To discuss and consider a project plan

VK updated the meeting in MK absence confirming MK has a program that will assist with the project plan and will require dates and events to be inputted in to the program which will then create a timeline of past and future events

RESOLUTION: Details of dates and events to be submitted to VK and MK

ACTION: JL

2002/10 Agenda for the next scheduled meeting

To take notes of any items for the next agenda

- Chairman's address
- Re-election of the Committee Chair
- Re-election of the Committee Vice Chair
- Members to sign the 'Terms of Reference'

2002/11 Date of next Meeting

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

Thursday 26th March 2020 at 7.00pm
in the Parish Room, Goxhill