

**LINBY NEIGHBOURHOOD PLAN**  
**STEERING GROUP MEETING**

**Held at Brooke Farm, Linby on Wednesday 4<sup>th</sup> May 2016 at 7pm**

**Present:** Denise Ireland, Claire Hardstaff, Janet Brothwell, Keith Tunstall, Dan Walker, Roberta Norris and Dharmista Patel and the Secretary

**Apologies for Absence:** Ian Griffiths, Simon Molsom, Bob Brothwell, Mike Hardstaff, Jane Johnson

**1.0 Approval of minutes**

The minutes for the previous NPSG meeting were approved and signed by Cllr Ireland.

**2.0 Approval of terms of reference**

The Terms of Reference were approved by the NPSG and signed by the Chair. These can be viewed on the Linby website – [www.linby.org.uk](http://www.linby.org.uk)

**3.0 Community Engagement Strategy Statement**

R Norris prepared a Community Engagement Strategy Statement that was circulated to the Group Members and D Patel prior to the meeting. R Norris confirmed this was an initial draft and would be something the NPSG (Neighbourhood Plan Steering Group) can build on. The plan confirms the Groups' commitment to engage with and actively involve all residents living within the Parish, neighbouring residents affected by developments in the Parish, community organisations and other stakeholders, which have an interest in the area. These include the village school, parish church, locally based community organisations, local businesses, key landowners and conservation & wildlife groups. This would be by way of leaflets and promotional material delivered to homes and displayed in and around the area, dedicated area of the NP on Linby website with opportunities to interact, utilising the networks and publications of local organisations, workshops, exhibitions, drop in events, contact points, focus groups and events with specific groups including children, young people, older residents and business representatives. The statement also includes an action plan with a timeline for each task. D Patel commented the NPSG should consider including the budgets within the statement. D Walker advised whether it would be advisable to include the Community Engagement Plan Strategy within the Project Plan; however D Patel advised it would be better for it to sit as a separate document. D Patel to review the statement, and feed back to the Group.

D Ireland advised that Papplewick have their own Neighbourhood Plan launch on 22<sup>nd</sup> and 31<sup>st</sup> May at the Village Hall. She suggested that the NPSG could hold their own stand to advertise the NP and get feedback from residents and visitors to the village. It was commented that Papplewick may consider asking similar questions so the two NP groups could work closely together on this. D Ireland advised that they would be holding similar events in the future and would be happy for Papplewick to come along to these. D Patel advised it

would be beneficial to both NP's if we could work closely together on certain issues. The Secretary to contact Papplewick.

J Brothwell suggested that the NPSG could hold a stand at the Papplewick Summer Fete on 18<sup>th</sup> June since it was a community event for both Linby and Papplewick.

D Ireland commented that boards should be placed around the village to promote the Neighbourhood Plan; they should be colourful and informative. They could also be used at future events, such as the summer fete and workshop sessions. It was also suggested advertising in the Dispatch and the Parish News. In preparation for the upcoming activities (resident questionnaire, workshops etc.) J Brothwell and K Tunstall agreed to look at the boards that were used previously around the village and D Walker advised he would be happy to design the poster. D Ireland agreed to speak to her contact regarding large waterproof posters. R Norris advised having a large all-weather banner, and smaller banners to be displayed in and around the village including along Papplewick Lane.

D Ireland confirmed the NPSG could apply for up to £9k of funding, however the majority of this has been allocated to pay D Patel's fee so the Parish Council's reserves may need to be used. D Ireland commented she would personally like some of the budget to go towards a traffic consultant.

D Patel advised that landscaping could have an effect on the traffic, and this was something Papplewick were looking closely at. This could be an opportunity to share resources, look at landscape approaches into both villages. D Ireland commented that we would need to work closely with Gedling to ensure they are fully briefed and cooperate with them throughout the process. D Patel advised having aspirational policies – even if they can't be enforced, a developer can see them and see that that's what the NP wants. D Ireland commented that if an NP had been in place prior to the Strata Homes being built on Top Wighay, there could have been a cycle path, and proper footpath links to the village.

#### **4.0 Finalise Timelines for NP funding application**

D Ireland advised the aim was to get the budget completed by the end of the month so that the funding can be applied for. D Patel advised she would contact Locality to see how quickly they are turning around their funding. D Patel advised the NPSG needs to look at what funding is required. D Ireland advised completing the Community Engagement Strategy to get a better idea of the costings that fall into Phase 1 of the Project Plan - banners, posters etc.

#### **5.0 Finalise Questionnaire**

D Ireland and R Norris circulated a draft questionnaire they had prepared. D Ireland advised that Nick Bramwell (Two Little Fishes) could include an

interactive questionnaire on the website. She advised the questionnaire needs to be finalised and sent out by the end of June, before people go on holiday.

D Walker confirmed he would format the questionnaire to ensure it was straight forward with tick boxes and comment boxes. The first draft will be forwarded to the NPSG for their comments. D Walker to receive comments from NPSG by Monday, then make any amendments and send the Final Version for everyone to agree on.

D Ireland commented on a sample questionnaire, which included a section explaining sustainable development. She advised it would be important to include this within the NP questionnaire to give people more understanding of what Sustainable Development is.

The questions within the Draft were discussed and included a section on public transport. D Patel advised with the new developments, public infrastructure will become important. It will be important to find out how many people use the bus and tram, and whether they drive, cycle or walk to the tram station. It would also be important to find out residents opinions on the condition and suitability of village cycle paths, foot paths etc. One of the questions could be "What prevents you walking around the village?" – perhaps the poor condition of the footpaths, some routes may not be well lit or well maintained, some routes may not connect. Repairs to the footpath could be something that Linby Parish Council could look at restoring using the Community Infrastructure Levy (CIL).

Car Parking issues were also amongst the questions discussed. K Tunstall and J Brothwell discussed the issues with school parking, parking on Church Lane on a Sunday for the Church Service, and Weddings. D Ireland advised of the ongoing issues with people parking on the footpaths and verges. K Tunstall advised the Group would need to be careful with the issues of parking, since the village may not want a carpark or double yellow lines. D Ireland advised the communal car park on Church Lane could be made more obvious. It was advised that issues concerning car parking can be addressed at a further consultation event.

J Brothwell commented that the Group should look at how to run the consultations at the School, the Summer Fete, etc and advised that Post-it notes would be a good idea. She advised asking 3 key questions for example - What are the best things about Linby? What things could improve within Linby? She advised the school would be happy to participate in a focus group for the children. The parents would be another focus group, so feedback could be gathered using a small questionnaire at school, or an exit survey. J Brothwell to liaise further with the Head Teacher. It was commented that the majority of the parents do not live in the village, and the majority of people who use the church do not live in the village. However, their views are really helpful to back up on the policies, but would require different questions. J Brothwell and K Tunstall to look at questions for the School and Church.

K Tunstall advised the NPSG should ask questions to the workers and residents of Sherwood House as their views are also important. They will know the difficulties when pushing the wheelchairs around the village, or when they attend events in the village such as Carols around the Tree.

It was discussed that Hanson House should be formally written to regarding the NP, as a stakeholder in the village.

**9.0 Any other Business**

None

**10.0 Date of Next Meeting**

Next meeting Thursday 2<sup>nd</sup> June at 7pm at Brooke Farm, Linby

**Meeting ended 8.45 pm**

**Signed: \_\_\_\_\_ Chairman**