

Scopwick and Kirkby Green Neighbourhood Planning Group Minutes of the Meeting held on 8th January 2021 on-line via Skype

Attendees:

Peter Reeds(PR), John Woodward(JW), Owen Davies (OD),David Nelson (DN) and Charles Kerrigan (CK).

1. The meeting was opened with the Chairman and members attending via Skype from home addresses. PR welcomed all to the meeting.
2. Apologies for absence – None.
3. Declarations of Interest – None were received.
4. Minutes of the last meeting – Minutes of the meetings held on 17th December 2020 were agreed.
5. Action Items from the meeting held on 17th December 2020 were as follows:
 - DN had researched the access to the OS digital system to generate suitable images for the draft NP. However, OD had received the necessary access to the OS digital system and was to co-ordinate the provision of suitable map images and details with DN and JW for the draft NP.
 - The Group had reviewed the draft NP and submit their observations to CK for consolidation.
 - PR was in the process of drafting up a suitable addendum to the AECOM Site Assessment Report regarding site SC18.
 - CK had taken some images of the green view corridors and would complete the views for distribute to HM and the Group.
 - PR had drafted up a covering letter and DN a questionnaire for the Parish consultation for the Group's consideration. This was discussed at item 6. CK had determined the on-line Survey Monkey costs of £25 plus VAT per month.
6. Preparation Community Consultation PR had produced two draft covering letters and DN a draft questionnaire for the Parish consultation regarding site selections and development process. The Group felt after considerable discussion that the drafts were still work in progress and required more input/editing from the Group. The Group also thought that due to the current Covid-19 restrictions it was unlikely that the questionnaire would be hand dropped off to each household, but would instead be mailed out via the Clerk. There would be an equivalent on-line return available to run in parallel with the hard copy distribution to achieve the feedback required. The Group felt that if there were any immediate questions raised by the questionnaire they should be sent to the Clerk's email address and addressed/answered via the Group. The Group believed that hard copy returns should be returned via Covid19 secure drop off points. It was agreed that suitable return boxes, such as ballot boxes, could be placed in the Scopwick Holy Cross porch and in the old telephone box at Kirby Green to enable collection. CK agreed to research the provision of suitable boxes. The Group felt that a 14 day consultation period should still be

sufficient for a period early in February. This was subject to the Eastgate Printers Sleaford being available to produce the printed hard copy documentation.

Action item;

- PR was to draft up a covering letter and questionnaire for the Parish consultation for the Group's consideration.

7. Draft Neighbourhood Plan v1 from Helen Metcalfe(HM) The Group had received the draft NPv1 and had produced their observations and feedback. It was agreed that CK would combine the comments and distribute to HM for her consideration and amendment to the draft NP.

Action item;

- CK was to combine the Group comments and distribute to HM for her to amend the draft.

8. Funding and Finance Update The current balance regarding the funding/finance status was £1875. However, the Group felt that there was a requirement for additional funding to cover the cost of the site selections and development process plus the work to complete the NP. It was agreed that OD would submit additional funding applications, via the Clerk, by 21st January 2021.

Action item;

- OD was to submit applications for additional funding by 21st January 2021.

9. Date of next meeting The next NPG working meeting was to be held at 1500hrs to 1700hrs on Friday 22nd January 2021.