

Note of Sleaford Neighbourhood Development Plan Working Group 10th meeting – by Zoom

Friday 2nd October 2020, 2pm – 4pm

Working Group Members

Cllr Robert Oates, Chairman
Mr David Marriage
Cllr Ken Fernandes
Ms Kathy Blythe
Cllr David Suiter
Mr Keith Maltby
Mr Nick Law

Consultants

Ms Janet Clark, Community Lincs
Mr John Bayes, OpenPlan

Apologies

Cllr Linda Lowndes
Cllr Paul Edwards-Shea

Sleaford Town Council

Ms Nicola Marshall, Deputy Town Clerk

1 Welcome and Apologies

The Chairman welcomed everyone to the meeting. Apologies had been received from Cllr Lowndes and Cllr Edwards-Shea.

2 Note of last meeting on 11 September 2020

These had been circulated previously. The meeting approved the Notes.

3 Actions arising from the Last Meeting

3.1 Funding Application (Minutes 3.1 and 6 refer)

This was being progressed by the Chairman, Janet Clark and Nicola Marshall.

3.2 Contact List for Engagement (Minute 3.3 refers)

NM had received a couple of updates. Members to please keep sending more contacts to NM to update the list.

3.3 Time-plan for Website (Minute 3.5 refers)

The Chairman had sent the required document and the eight steps of producing a Neighbourhood Plan are now shown on the website.

3.4 Engaging Young People (Minute 4.1 (v) refers)

Janet Clark was progressing this work and would report in more detail under agenda item 5.

3.5 Logo (Minute 4.4 refers)

No alternative logos had been suggested. The draft logo had been finalised and formatted and was now live on the website.

3.6 Market Stall Rota (Minute 4.5 refers)

NM had sent a rota to the Working Group. Cover was still needed for forthcoming markets on Friday 13th November and Saturday 21st November, from 9.00 am to 2.00 pm.

3.7 Views from Environmental Groups (Minute 4.6 refers)

This action was on-going, Kathy Blythe being the contact for the Group.

3.8 Distribution of Household Survey (Minute 6 refers)

This action would be discussed later in the meeting under agenda item 4.

4 Project Launch

4.1 Media Coverage and Market Stall

The Chairman reported that the first market stall event had taken place on Friday 25th September. Despite inclement weather, and therefore lower than usual footfall in the town centre, the event had proved successful with around 30 people being spoken to and given literature and around 25 taking away the baseline survey to complete. It was agreed that the market stall events are a vital way of engaging with people in light of the current Covid-19 restrictions on meetings and events.

The Sleaford Standard had run a story (link [here](#)) promoting the market event and a news item was published after the event on the Sleaford Neighbourhood Plan Website (link [here](#))

4.2 Update on the Short Survey

(i) Janet Clark reported back:

- 38 surveys had been completed on-line and a further 6 paper versions received. The survey is open until 23rd October.
- The Library had agreed to give space for a poster and flyers but a window display was not possible at present.
- Community noticeboards and cafes, eg Costa Coffee, were good places to publicise the Neighbourhood Plan as well as the usual social media platforms.
- Analysis on the feedback will be done after 23rd October and this will inform the more detailed questionnaire scheduled for the early New Year.

4.3 Distribution of the Short Survey

(i) The Chairman had sent the survey link via email to all Town Councillors and another fifty contacts with a request to forward it on. Paper copies of the survey will be available at the Market Stall events.

Action: Chairman to take paper copies of Short Survey and flyers etc to the Library.

(ii) Working Group members offered to send the Survey out electronically to their contacts and networks.

Action: Working Group members to send the survey link to their contacts <https://www.surveymonkey.co.uk/r/Sleashort> along with the link to the website - <https://www.sleafordneighbourhoodplan.co.uk/> .

(iii) Nick Law offered to include a piece about the Neighbourhood Plan and the survey in the grammar schools' weekly newsletter to parents, to send the survey link to all school staff and to send an email to St Georges contact for their distribution.

Action: Janet Clark to send a form of words to NL.

4.4 Website launch

The Chairman reported that the site is now live and asked that updates and any images for inclusion on the website be sent to Nicola Marshall.

Action: NM to ensure there is a link on the Sleaford Town Council website¹.

5 Progress with Project Stage 1, the Engagement Strategy

5.1 Lists of Members and Groups to be Consulted

NM had circulated the updated list of community groups and businesses. The Chairman asked for Working Group members to continue to send additional contacts to Nicola to ensure a wide coverage in the engagement stage. Janet Clark confirmed that she had already sent the survey link to the contacts on this list. Additionally, the [Voluntary Community Services](#) had included an article in their newsletter.

Action: Working Group members to advise Nicola which contacts they have sent information to.

Action: Working Group members to advise Nicola about their posts on social media pages and groups; it is important to capture the range of groups contacted.

The Chairman advised that an article will be published in December's edition of Local Lincs magazine.

Action: NM and RO to work on this.

5.2 Plans for Involving Businesses, Schools and Youth Club

Janet Clark updated:

- Materials being developed for use with the junior and senior schools.
- It was uncertain at this stage whether it would be possible to go into the schools or not; although Nick Law advised that the senior schools were opening up to visitors. **Action:** Janet to liaise with Nick Law and the junior school contacts.
- The New Life Youth Club had been in touch and were keen to be involved. Janet had arranged a Zoom call.
- A couple of dates in mid-November were planned for possible on-line events for business engagement.

¹ (Post meeting note – link [here](#))

6 Finance

6.1 Update on the Budget and Application for Locality Grant

The Chairman advised that an grant application for £4k would be made to Locality for expenditure in the current financial year (2020/21). The budget was in line to profiled expenditure, with the payments and commitments made to date being covered by the £5k grant from Sleaford Town Council.

7 Sleaford Strategic Delivery Plan, 2018-2025, of NKDC

This document had been circulated for information. The Chairman explained that the SSDP summarised and reported progress on all of the non-legally binding development plans produced in recent years for Sleaford. It was a useful insight into how the District Council saw Sleaford developing. The Working Group should bear this document in mind when developing the Neighbourhood Plan for Sleaford.

Once adopted, the Neighbourhood Plan will, along with the Central Lincolnshire Plan, be one of only two plans with legal status in the District Council Development Planning Process.

The Chairman asked the Group to encourage people to email admin@sleafordneighbourhoodplan.co.uk with their ideas and suggestions for what should be included in the Neighbourhood Plan.

8 AOB

8.1 Update to Website Copy – Janet Clark

JC proposed an amendment to read 'consultants will support the Working Group with writing the Plan and carrying out engagement activities'. This was agreed.

Action: Chairman to review this section to ensure it makes clear that most of the funding for the Plan is additional money from central Government.

9. Dates of next meetings

- Friday 23 October
- Friday 20th November
- Friday 11 December

All at 2pm to 4pm.

End