

**Note of Sleaford Neighbourhood Development Plan Working Group  
14<sup>th</sup> meeting – by Zoom**

Friday 5<sup>th</sup> February 2021, 2pm – 4pm

**Working Group Members**

Cllr Robert Oates, Chairman  
Ms Kathy Blythe  
Cllr Paul Edwards-Shea  
Mr Nick Law  
Mr Keith Maltby  
Mr David Marriage  
Cllr David Suiter

**Consultants**

Ms Janet Clark, Community Lincs  
Mr Steve Kemp, Open Plan

**Sleaford Town Council**

Ms Nicola Marshall, Deputy Town Clerk

**Apologies**

Ms Clare Edwards

**1 Welcome and Apologies**

The Chairman welcomed everyone to the meeting. Apologies had been received from Clare Edwards of the NCCD.

**2 Note of last meeting on 8<sup>th</sup> January 2021**

These had been circulated previously. The meeting approved the Notes. **Action:** NM to post Notes on the Sleaford Town Council website.

**3 Actions arising from the Last Meeting**

**3.1 Business Contact (Minute 3.2 refers)**

The Chairman advised that he would be contacting a Sleaford businesswoman about the business representative vacancy on the Working Group.

**3.2 Baseline Survey - Presentation (Minute 3.4 refers)**

The Chairman confirmed that he had sent the presentation to the People's Panel for comment. Feedback had been in agreement with the findings of the survey.

**3.3 Draft Household Questionnaire (Minute 4.2 refers)**

Comments on the draft survey had been received and amendments made to the draft document.

The question of how to select the 1000 'random' households was discussed at the meeting (See Minute 4.1 ii)

**3.4 Project Plan Stage 2 (Minute 5.2 refers)**

This item was discussed at the meeting (see Minute 5)

**4 Project Stage 1: Engagement Strategy**

**4.1 Update on Business Survey and Household Surveys**

Janet Clark reported:

- i. The final business and household surveys were now available on the Neighbourhood Plan website. To date 4 business surveys and 41 household surveys had been completed.
- ii. The closing date for both surveys was 28<sup>th</sup> February.

- iii. Promotion of the surveys will need to be on-going to encourage people to participate.
- iv. The weblink for the Business survey had been sent to NKDC and via them to the Lincolnshire Chamber of Commerce; both organisations would send out via their networks.
- v. The report on the survey returns will be written by the end of March.

#### 4.2 Distribution of the Household Survey

- i. There was a discussion about how to best achieve distribution without bias across all areas of the Neighbourhood Plan. There was limited time to get the survey out to households and current Covid-19 restrictions had to be considered.
- ii. **Action:** The Chairman will divide the town into ten segments and send an email outlining the system to volunteers offering to deliver the surveys.
- iii. **Action:** Nick Law offered to get students to deliver around the school area and send out the survey links via the school newsletter.
- iv. The Chairman explained that the responses from the surveys will create the vision and objectives underpinning the Neighbourhood Plan; these will be sent out for consultation. All steps of the Engagement Strategy would show that all possible efforts were made to get representation from a wide range of people.

#### 4.3 People's Panel

- i. The Chairman reported that responses from the People's Panel on the baseline survey presentation were positive and agreed with the results from the baseline survey. The feedback from the People's Panel was a means of getting validation for the actions of the Working Group.
- ii. Members were asked to encourage people they know to join the Panel.
- iii. The next communication with the Panel will be Janet Clark's feedback from the two surveys.

### 5 Project Stage 2: Developing the Evidence Base

#### 5.1 Updated Stage 1 Plan

- i. The Chairman shared a project plan for the final elements of Stage 1 and discussed the tasks and timeline with the Group.
- ii. Feedback from the surveys would form the foundation of a draft vision and objectives which would then be consulted on.
- iii. It was likely that due to Covid-19 restrictions public consultation and engagement would again be on-line rather than in person.
- iv. Steve Kemp agreed with the timescales. It was advisable to take time over the visioning element due to the restrictions over the first part of the process. This stage will be the hand-over of the NP work from Community Lincs to OpenPlan.

**Action:** The Chairman will update the draft plan and recirculate for the next meeting.

#### 5.2 Stage 2 Plan

- i. The Chairman apologised for not having contacted Steve Kemp about the plan for Stage 2 and that it was very much an outline at this stage. A more detailed plan would be circulated for the next meeting.
- ii. The Chairman explained the stages and timetable of Stage 2. It was likely that due to Covid-19 restrictions the draft timetable would change. There are three significant elements to Stage 2 and these will be led by the consultants OpenPlan:
- iii.

- Neighbourhood Profile
- Green space designation
- Design Code

- iv. **Action:** NM to re-circulate agreement with consultants OpenPlan setting out their role.
- v. **Action:** SK to consider how the Neighbourhood Profile work could start in advance of Stage 2; a proposal would be circulated for discussion at the next working group meeting.

## 6 Publicity

- i. The press release about the surveys had been sent to the Working Group. The Chairman explained that it gave context to the surveys and the weblinks. **Action:** The Chairman asked members to send the PR to their contacts to ensure good coverage.
- ii. Links to both surveys had been sent to Town Councillors to send to their connections.
- iii. The surveys had been promoted via the Sleaford Town Council webpage, the Neighbourhood Plan webpage, and the Town Council's Facebook page, including sharing with business groups.
- iv. NM confirmed that both banners were now in place (at Carre's Grammar School and at the Recreation Ground). The banners featured the website address and the Town Council telephone number for further information.

## 7 Finance

### 7.1 Update on the budget

The Chairman updated the Group on the budget. Printing of questionnaires and postage had been over-estimated since it was unlikely that all the questionnaires would be returned and incur postage. This means that the projected overspend of around £449 would decrease.

## 8 Any Other Business

There was no other business.

## 9 Dates of Next Meetings

Agreed dates were Friday 5th March and Friday 26<sup>th</sup> March. Proposed following date Friday 30<sup>th</sup> April. (Apologies from David Marriage for 30<sup>th</sup> April.)

All meetings at 2.00 pm via Zoom.