

Note of Sleaford Neighbourhood Development Plan Working Group 14th meeting – by Zoom

Friday 8th January 2021, 2pm – 4pm

Working Group Members

Cllr Robert Oates, Chairman
Ms Clare Edwards
Cllr Paul Edwards-Shea
Cllr Ken Fernandes
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 Kathy Blythe
Mr Nick Law

1 Welcome and Apologies

The Chairman welcomed everyone to the meeting. Apologies had been received from Nick Law and Kathy Blythe. Cllr Linda Lowndes had left the Group due to NHS work commitments.

2 Note of last meeting on 11th December 2020

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 Website – Members' Area (Minute 3.5 refers)

The web developer had created a password-protected Members' Area on the webpage [here](#). Key documents had been uploaded and would be added to.

3.2 Business Contact (Minute 4.2 ii refers)

Janet Clark had sent a contact from Lincolnshire Chamber of Commerce. **Action:** Chairman would be following up on a potential Business Representative in due course and when appropriate given the national lockdown restrictions.

3.3 Draft Household Questionnaire (Minute 4.3 refers)

A first draft of the Questionnaire developed by Janet Clark had been sent to the Group for comments by 15th January.

3.4 Presentation on Baseline Survey (Minute 4.3 refers)

Action: The Chair advised that he will share the presentation with the People's Panel.

3.5 Posters (Minute 5.2 refers)

Nicola Marshall had produced a new more generic poster for noticeboards and, when possible, for distribution to businesses and shops to display.

4 Project Stage 1: Engagement Strategy

4.1 Draft Business Survey

Janet Clark reported difficulty in engaging with businesses due to Covid-19 lockdown restrictions; there had been contact but only via on-line means and there had been a low take-up. The Business Survey link would now be sent out with the Household Survey to maximise promotion. NKDC would be asked to send out the link via their business networks. Promotion of the Business Survey was critical; Working Group members were asked to promote the link to their contacts and wider networks.

4.2 Draft Household Survey

Janet Clark advised that this draft Survey was based on findings from the baseline survey of last year. The subjects of health and education were not included in the Household Survey as feedback on these had been positive in the baseline survey. The questions were mostly short, 'closed' and multiple choice to enable efficient analysis.

1,000 printed copies of the Survey and freepost envelopes will be provided to the Working Group by Community Lincs; the Working Group budget would have to pay the postage of any surveys returned. The Survey would also be available on-line.

Action: The Chair advised that he would consider a suitable means of selecting the 1,000 households to ensure a good representation across the town.

Action: Working Group members to send comments and feedback on the Business Survey and Household Survey to Town Council officer Mel Waddingham melanie.waddingham@sleaford.gov.uk by Friday 15th January. Janet Clark, the Chair and Nicola Marshall would meet the following week to finalise both surveys and agree a date to send out.

The Chair explained that the feedback from the Business and Household Surveys would provide much baseline evidence for the Draft Neighbourhood Plan. The first phase of the Neighbourhood Plan (the Engagement Strategy) would end with Janet's report in March. The focus of the Working Group would then move to Stage 2 of the Plan development - Developing the Evidence Base.

5 Project Stage 2: Developing the Evidence Base

5.1 Presentation on Key Issues

In preparation for starting Phase 2, the Chair presented slides about the process and some key elements for the Working Group to think about. Points included:

- Local Green Space – allocation, location, creation of new LGS
- Assets of Community Value
- Design Code – this will be integral to the Plan; OpenPlan will support the Group to develop the Code.
- Climate change – how this has been thought about and targets and actions built into the Plan.

5.2 Neighbourhood Profile Guidance Document

Developing a 'Neighbourhood Profile' was a key part of Stage 2. The profile would be developed from desk-based research on the town and, ideally, involvement of the public. If lockdown restrictions continued, groups such as the Sleaford Civic Trust would be invited to participate in a 'virtual walkabout' of the town using Zoom and Google Earth.

Cllr Fernandes suggested that the Plan design guide should include flood risk and the need for ventilation. And that the Neighbourhood Plan adopt the Manual of Streets best practice. The Chairman replied that if the public requested that those items be in the Plan then the Working Group would act on those requests.

The Chair advised that the Central Lincolnshire Plan and Sleaford Masterplan already have sections on Open Green Space. The Neighbourhood Plan cannot override these other plans, but if the public suggested additional Open Green Space locations then these could be included.

Action: The Chair to work with Steve Kemp on a project plan for Stage 2, for discussion at the next Working Group meeting.

6 Publicity

6.1 Draft Year End Press Release

The Chair reported that the PR had been sent to all media but there had been no coverage due to the predominance of Covid-19 as a news item.

6.2 Leafleting of industrial units

Cllr Fernandes had delivered over 100 leaflets to businesses on the industrial estates. However, current lockdown restrictions prevented any further distribution by hand.

6.3 Street banner placements

The 6m banner had been positioned on the railings in front of Carre's Grammar School. The 8m banner will be placed at the Recreation Ground.

6.4 Young people's competition

The two winners had been posted on the website. The links made with the New Life Youth Club and the schools would be built on as the Neighbourhood Plan developed.

7 Finance

7.1 Unforeseen costs from the Covid-19 restrictions had created a potential overspend of £489 on the Sleaford Town Council grant. The Town Clerk had been advised and would make a note on the Council's budget papers.

8 Any Other Business

There was no other business.

9 Dates of Next Meetings

Next meeting date had been previously agreed as Friday 5th February. Proposed dates were Friday 5th March and Friday 26th March. All meetings at 2.00 pm via Zoom.