

Note of Sleaford Neighbourhood Development Plan Working Group 9th meeting – by Zoom

Friday 11th September 2020, 2pm – 4pm

Working Group members

Cllr Robert Oates, Chairman

Cllr Ken Fernandes

Cllr David Suiter

Cllr Paul Edwards-Shea

Mr Keith Maltby

Mr Nick Law

Mr David Marriage

Ms Kathy Blythe

Sleaford Town Council

Ms Nicola Marshall, Deputy Town Clerk

Guests

Mr John Slater, Independent Web Designer

Ms Janet Clark, Community Lincs/YMCA

Mr John Bayes, Open Plan Consultants

1 Welcome

The Chairman welcomed those present to the ninth meeting of the Working Group.

2 Draft Note of Last Meeting

These had been circulated.

One erratum: Janet Clark name mis-spelled. With this correction the Group agreed the notes for accuracy and a record of the meeting.

3 Actions Arising from the Last Meeting

3.1 Project Plan and Presentation (Minute 3.3 refers)

Action: Chairman to ask Steve Kemp to send presentation for circulation to Group.

3.2 Funding Application (Minute 3.4 refers)

The Chairman had met with Janet Clark and OpenPlan and discussed and agreed a way forward.

3.3 Draft Appendix A (Minute 3.7 and 5.5 refer)

Members had reviewed the list of community and business contacts provided by Janet Clark. Additional contacts sent by Keith Maltby.

Action: Members to keep under review and add contacts on an on-going basis. Please send to Nicola Marshall for updating.

3.4 Privacy Statement for Website (Minute 4.1 refers)

The Chairman had sourced a suitable statement and was referencing this against gov.uk guidance for the final draft.

3.5 Draft time-plan for Website (Minute 4.1 refers)

Action: The Chairman will send a simple Word document for inclusion on the website.

3.6 Images for Website (Minute 4.2 refers)

Photographs had been sent to John Slater and he would work with these.

3.7 Involvement of Schools and Young People (Minute 4.3 refers)

Action is covered in Agenda Item 4 below.

3.8 Promotional materials (Minute 5.1 refers)

These had been circulated and no further comments made to the drafts. Discussed under Agenda Item 4 below.

3.9 Venues for Promotion

Janet Clark reported that the Library will be opening to the public and offered to take information and publicity materials for a temporary display in the Library.

4 Progress with Project Stage 1

4.1 Engagement Strategy Janet Clark updated the Group as follows:

- i. If any members had not received the Engagement Strategy, please let Nicola Marshall know.
- ii. Engagement and Consultation are two different activities; the former is about letting people know about the Neighbourhood Plan through various means, including the promotional materials, website, market events etc.
- iii. Covid-19 restrictions mean that the usual face-to-face events are more difficult to run; however, a market stall staffed by one or two volunteers would be feasible.
- iv. The consultation stage will start with a short survey to gather a baseline for a more in-depth questionnaire which will incorporate:
 - A community-wide on-line survey with hard copies and freepost return options.
 - Discussion with a wide range of businesses via an on-line platform towards the end of October.
 - Focus on young people and schools with the possibility of a group walk-about around the town and video recording to capture their views
- v. Nick Law welcomed these positive ways of involving young people and suggested that the senior schools' youth councils and youth assembly would be a good opportunity to engage with young people. The town's four primary schools could also be approached. Young people could be involved in designing the questionnaire and running their own social media campaign.

Action: Nick Law, Janet Clark, Chairman and Nicola Marshall to meet and agree next steps.

4.2 Website Development

John Slater updated the Group as follows:

- i. Home page – will look at developing a composite image from photographs already provided.
- ii. Dates for the 8 stages of the Plan process will need adding.
- iii. Links to Key Themes – these need identifying but can be hidden from public view until that has been done.
- iv. Further content awaited but the website can go ‘live’ with the areas under development not made public.
- v. Sleaford Transport Strategy has been uploaded on the Document page.

4.3 Questions from the Group

- i. Ken Fernandez queried the breadth and power of the Neighbourhood Plan and its relation to the Lincolnshire Central Plan which takes precedence in planning terms. The Chairman replied that the Group will need to manage expectations from the public through clear communication. Recent changes to planning legislation will need to be understood and how this relates to the influence of a Neighbourhood Plan.
- ii. Kathy Blythe queried whether healthcare would be part of the Neighbourhood Plan as it was referenced on the website. The Chairman replied that the Plan could not cover health provision but, as a planning document, the NP could be used to comment on the location of potential new health services buildings .

4.4 Logo

The Chairman shared a draft logo which had been developed free of charge by a local designer. There was a discussion about the suitability of the logo for the SNP. Some felt that the historic links (to architects Kirk and Parry) and the Wyvern symbol were not self-explanatory. Others welcomed the link to the town’s architectural heritage.

There was a brief discussion about future growth of the town including the potential re-location of the senior schools to outside the town centre. The importance of schools and businesses working together was stressed.

Action: The Chairman asked Members to send any alternative logo designs to him by end of the following week.

4.5 Promotional Materials

Nicola Marshall advised that quotes for printing 1,000 flyers, 40 A3 posters and 2 pull-up banners had been received, totalling £245. These amounts were agreed.

The Chairman advised that a public launch in October was realistic.

Market stalls were booked for Friday 25th September, Saturday 3rd October and Friday 9th October. Further dates to be booked in October and November

Volunteers were needed to staff the stall. **Action:** Nicola Marshall to set up cover rota.

Janet Clark offered display materials for the stall.

4.6 Survey

Janet Clark confirmed that the short baseline survey would be available on-line with hard copies made available for the market stall. Freepost envelopes could be provided to return surveys.

Kathy Blythe offered to get wider views on environmental concerns from the public and relevant groups. The Chairman welcomed this offer. **Action:** Kathy Blythe to email the Chairman with proposals and any costs.

5 Plan Area Consultation

The Chairman advised that North Kesteven District Council had agreed the Plan Area and the official letter confirming this had been received by the Town Council. The area was confirmed as including all the wards of the Sleaford Town Council.

It was acknowledged that the Plan Area does not include surrounding villages but residents from the wider area will be consulted if they use the town's services.

6 Finance and Timetable

The Chairman shared an updated version of the budget and timetable. It was noted that the project had started a couple of months late, however, progress was now picking up. Printing of the household survey was discussed: the survey would need to be delivered across the wards and neighbourhoods to ensure a balance of views. It was thought that 1,000 printed copies would be sufficient to complement the on-line version. It was suggested that the survey could be sent out to Sleaford town residents only via the Local Lincs publication.

Action: Chairman to organise a strategy for distribution of the survey

The Timetable had shifted about a month due to delays in starting the public engagement: it was likely that the Report on community consultation would now be pushed into January next year.

The total budget spend was profiled as just under £15k. After some discussion it was agreed to apply for Locality grant funding for this financial year to reserve the remaining Sleaford Town Council grant money for later stages. It was noted that Locality funding cannot be used to pay for retrospective activities; there was some flexibility to carry over funds but this is not guaranteed.

Action: Chairman, Janet Clark and Nicola Marshall to discuss how to progress funding application.

7 Any Other Business

Cllr Fernandez suggested designing a SNP business card for use by the Group as part of the promotional materials.

Keith Maltby suggested that NKDC be invited to talk to the Group about the impact of changes to planning legislation. The Chairman advised that NKDC Councillors would be having a training session on this topic and he and others could feedback to the Group. (see [here](#) for gov.uk open public consultation and [here](#) for Planning document - Proposal 9 on Neighbourhood Planning).

The Chairman thanked everyone for attending. The meeting closed at 4.15 pm.

8 Date of Future Meetings

- Friday 2nd October
- Friday 23rd October
- Friday 20th November

All meetings to be 2.00 pm to 4.00 pm via Zoom.

End