

Minutes of Sleaford Neighbourhood Development Plan Working Group 16th meeting – by Zoom

Friday 14th May 2021, 2pm – 4pm

Working Group Members

Cllr Robert Oates, Chairman
Ms Kathy Blythe (from 2.30 pm)
Cllr Paul Edwards-Shea
Cllr Ken Fernandes
Mr Nick Law
Mr Keith Maltby
Mr David Marriage
Cllr David Suiter

Consultants

Mr Steve Kemp, Open Plan

Sleaford Town Council

Ms Nicola Marshall, Deputy Town Clerk

Apologies

Ms Janet Clark, Community Lincs
Ms Clare Edwards, NCCD

1 Welcome and Apologies

The Chair welcomed all to the meeting.

2 Note of last meeting on 26th March 2021

The meeting approved the Notes. **Action:** NM to post Minutes on the Sleaford Town Council website.

3 Actions arising from the Last Meeting

3.1 Workshop for Students (Minute 4.2 refers)

Item was covered later in the agenda.

3.2 Training Session (Minute 5.2 refers)

- Meeting with Chairman, DM And SK had taken place on 11th May.
- SK briefing note summarising the documents – this was covered later in the agenda.
- NM had sent joining instructions for the Members' Area on the website

3.3 Publicity (Minute 6 refers)

An update had been posted on the STC Facebook page.

4 Project Stage 1: Engagement Strategy

4.1 Report of Stage 1 Engagement Strategy

The Final Report from Community Lincs on the Household and Business Surveys had been received. This would be incorporated into the final Engagement Report to be written by the Working Group.

Comments and Feedback from the Working Group:

- There was a question about the distribution of demographic profiles within the findings of the surveys and whether the sample was representative of the demographics of Sleaford and the geographic spread of the respondents. It was felt that this information needed to be at the beginning of the report.
- Affordable and social housing needed to be defined since they are distinct categories.
- A sub-group could be set up to do further work on the statistics to inform the final Engagement Strategy report.
- Nick Law commented that it was positive that a large proportion of young people had engaged in the survey. It would be important to engage with young people via their preferred social platforms e.g. Instagram. The age group 16-24 was critical to engage since they would be the decision-makers of the next generation. It was important to engage with NKDC and LCC and the town's local MP, to gain their support for the NP. The Chairman suggested that this be done when we have the first draft of the NP.
- The Chairman and NM had attended a review meeting with NKDC and another was scheduled.
- Janet Clark will present the report at the Working Group's next meeting.
- Steve Kemp advised that the Household and Business Surveys were only one stage in the overall consultation process; the final draft report would pull together all the engagement activity, and Janet's report would be useful to identify any gaps in engagement so far.

Action: Any additional comments on the report to be sent to NM before the meeting on 28th May.

4.2 Plans for Vision and Objectives Workshop

The Chairman advised that the workshop could be after 21st June as a face to face event if the government's roadmap was followed; consideration would be given to a safe location. An on-line event could be held as well. A Vision and Objectives leaflet would be produced after the workshop(s) and public consultation on it would be held in late July / August. **Action:** Chairman to share a 2-page draft proposal with the Working Group.

Action: NL to make enquiries about potential venues at the schools.

5 Project Stage 2: Developing the Evidence Base

5.1 Plans for walking tours with the public and Civic Trust

The Chairman said it was planned to have a public walking tour and a separate tour for school students accompanied by their teachers. Options for both in person and on-line virtual walks would be planned. Each tour would be recorded on video if possible and uploaded to the NP website and You Tube to encourage greater feedback. A short survey form would be given out to all tour participants, to gather basic demographic information. **Action:** RO to circulate a draft proposal for the next meeting.

Students could be asked to make a video about the characteristics of their neighbourhood, including interviews with friends and family. A draft proposal would be sent to Nick Law to discuss with school heads. **Action:** RO to send draft to NL.

6 Publicity

NM reported back. The Town Council had promoted posts on its Facebook page on 31st March and shared with over 30 local groups.

An update had been posted on the website [here](#).

7 Finance

Update on the budget. The Chairman advised that STC had allocated £5k to the NP for 2021/22. This would allow for all activity to be carried out, including any extra work or measures associated with covid regulations.

The application to Locality for tranche 2 of the £10k overall funding had been submitted at the end of April. An application for £8k of funding for a Design Code would be submitted in due course.

8 Any Other Business

There were no further items for discussion.

9 Dates of Next Meetings

The next meeting dates had been agreed as 28th May and Friday 25th June. The suggested next date was either Friday 16th or 30th July. **Action:** NM to circulate dates to confirm.

All meetings 2pm via Zoom.

Action: NM to update and confirm meeting dates with Zoom invites.