

## **Note of Sleaford Neighbourhood Development Plan Working Group 12<sup>th</sup> meeting – by Zoom**

Friday 20<sup>th</sup> November 2020, 2pm – 4pm

### **Working Group Members**

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

### **Consultants**

Mr John Bayes, Open Plan  
Mr Steve Kemp, Open Plan

### **Sleaford Town Council**

Nicola Marshall, Deputy Town Clerk

### **Apologies**

Ms Janet Clark, Community Lincs  
Cllr Paul Edwards-Shea  
Cllr Linda Lowndes

## **1 Welcome and Apologies**

The Chairman welcomed everyone to the meeting.

Apologies had been received from Cllr Lowndes and Cllr Paul Edwards-Shea. It had been agreed at the last meeting that Janet Clark would not attend this meeting in order to work on the engagement findings in readiness for the December meeting.

## **2 Resignation of Mr Richard Hodgson**

The Chairman reported that Mr Richard Hodgson, the representative for the Sleaford business community, had stepped back from the role; however, he was very keen to be involved and in touch with the work of the group. A replacement representative for the business community would need to be appointed.

**Action:** The Chairman asked Members to let him know of potential candidates.

The Chairman reported that Ms Clare Edwards, Director of the National Centre for Craft and Design, had joined the group and will be attending the next meeting. It was a positive move to have the involvement of the NCCD with the Neighbourhood Plan.

## **3 Note of last meeting on 23<sup>rd</sup> October 2020**

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

**Action:** NM to post Notes on the Sleaford Town Council website.

## **4 Actions arising from the Last Meeting**

### **4.1 Analysis of Short Survey (Minute 4.1 (i) refers)**

The Chairman advised that Janet Clark would give formal feedback on the Short Survey at the next meeting.

#### 4.2 Banners (Minute 4.1 (vi) refers)

Draft designs for two banners had been circulated and were on the agenda for discussion (See Minute 6.2 below)

#### 4.3 Market Event (Minute 4.2 refers)

Due to the Covid lockdown restrictions on trading the Market Stall scheduled for Friday 13<sup>th</sup> November was cancelled.

#### 4.4 People's Panel (Minute 4.3 refers)

Update on the membership of the People's Panel was on the agenda for discussion (see Minute 5.2 below)

#### 4.5 Meeting with NKDC Planning Department (Minute 6 refers)

This would be arranged at an appropriate time.

#### 4.6 Press Release (Minute 7.1 refers)

A Press Release, summarising progress in Year One of the Plan, will be drafted in readiness for the next meeting. **Action: RO and NM**

### 5 Progress with Stage 1, the Engagement Strategy

The Chairman updated the Group as follows:

- i. As noted above, the Market Stall organised for 13<sup>th</sup> November had been cancelled.
- ii. The Chairman had participated in the Sleaford Culture and Heritage Forum organised by the National Centre for Craft and Design.
- iii. Nick Law had circulated the video recorded by Janet Clark to year groups; a number of questionnaires had been completed and sent to Janet for analysis.
- iv. Ken Fernandes reported that he had taken part in discussions via Facebook. There had been some negative comments about the Plan. It was agreed that a positive press release, focusing on the achievements to date would help people understand the benefits of the Plan.

#### 5.2 People's Panel Membership

Nicola Marshall reported that there were now nine members on the People's Panel. The majority are residents and there is a fairly even mix of men and women.

The Chairman encouraged Members to share the People's Panel opportunity with their contacts, friends and family in order to get a wide representation.

### 6 Publicity

6.1 The Chairman advised that a full-page editorial on the Neighbourhood Plan (copy previously shared with the Group) would be published in the December edition of Local Lincs. It was agreed that Local Lincs was a positive and value-for-money means of promotion with around 23k households in the wider Sleaford area receiving the publication.

## 6.2 Street Banners

Design proofs for two banners had been circulated. Comments were made and changes agreed, including adding the Town Council telephone number and increasing the font size. The smaller banner will be placed on fencing in front of Carre's Grammar School and then moved to other locations, including the Recreation Ground. The larger banner will be suspended over Southgate (near Appetites) when the Christmas banner is taken down in early January.

**Actions:** It was agreed to make available paper copies of findings from the Survey and to reproduce the Local Lincs editorial in an A3 poster format and position these around the town and on the Town Council's noticeboards.

**Action:** Ken Fernandes offered to insert an A4 flyer into the Town Guide and deliver these to business premises on the town's industrial estates.

## 7 Finance - Update on the budget and Locality Grant

The Chairman reported that the Locality grant application for £3,905 had been successful. A further £6,095 would be applied for in the next financial year, along with an application for the £8k grant to produce a Design Guide.

**Action:** Chairman to consult with Steve Kemp of OpenPlan about the design guide.

The budget for 2020/21 was fully committed with only £7 remaining. Any unexpected expenditure would have to be sought from Sleaford Town Council.

## 8 Review of the Working Group

The Chairman invited an open discussion on the achievements of the Working Group so far and invited any suggestions for change or improvement.

The following comments and observations were made:

8.1 The Terms of Reference allow for the co-option of more than one representative for a sector or interest group, allowing the Group flexibility to ensure wide and meaningful representation. The Chairman suggested that the Group needed representation from the sports and recreation sector since there are a number of groups and clubs in the town.

**Action:** Members were asked to let the Chairman know of potential representatives.

8.2 It was felt that increasing the membership of the People's Panel was the first step to widening involvement and representation on the Working Group: members with the appropriate skills and background could be invited to join the Working Group once they had experience of being members of the People's Panel.

It was acknowledged that in the present pandemic lockdown, businesses were concentrating on their emergency response and coping with difficult trading circumstances, therefore direct recruitment to the Working Group from this sector was challenging.

8.3 Our work with Schools offered opportunities to engage with young people which is often a challenge for the development of a Neighbourhood Plan. Additionally, it was noted that schools are an important employer in the town and therefore a key player in the town's commercial life.

8.4 It was suggested that industry and business contacts could be approached via NKDC officer Alan Gray. Business contacts had already been sent and approached by Janet Clark in the Phase 1 engagement work; however, there had been a low take-up of the on-line business forums the previous week. Retail and shopkeepers should not be forgotten and suggestions were made to approach individual businesses in the town centre.

8.5 It was agreed that the Press Release would include mention of the businesses involved to date. Posting information on the noticeboard on the industrial site and delivering updates to industrial premises were agreed to be good tactics to involve the business sector.

8.6 It was suggested that a private, shared area on the website be made available for Working Group members to communicate.

**Action:** NM to speak to website developer.

8.7 Biographies of Members: the Chair reminded Members to send in a short (2-3 sentences) biography to upload to the Neighbourhood Plan website.

**Action:** All members to send to NM.

8.8 The Chairman encouraged Members to continue making suggestions on the Group's work and membership and suggested a further review in another six months. The Chairman thanked Members for their positive and helpful comments. He stated that due to the Group's input and effort, progress in Phase 1 had been good despite the Covid-19 restrictions. The Group was on course to achieve its objectives within the timeframe of the project.

## **9 Any Other Business**

Steve Kemp advised that John Bayes was moving on from Open Plan and this would be his last meeting with the Group. The Chairman thanked John for his work and support and the Group wished him well in his new job.

## **10 Dates of Next Meetings**

- Friday 11<sup>th</sup> December
- Friday 8<sup>th</sup> January
- Friday 5<sup>th</sup> February

All at 2.00 pm via Zoom.

Ends