

Notes of Sleaford Neighbourhood Development Plan Working Group 11th meeting – by Zoom

Friday 23rd October 2020, 2pm – 4pm

Working Group Members

Cllr Robert Oates, Chairman
Cllr Paul Edwards-Shea
Cllr Ken Fernandes
Cllr David Suiter
Mr David Marriage
Mr Keith Maltby
Mr Nick Law

Consultants

Ms Janet Clark, Community Lincs
Mr John Bayes, Open Plan

Apologies

Cllr Linda Lowndes
Ms Kathy Blythe
Mr Richard Hodgson

Sleaford Town Council

Ms Nicola Marshall, Deputy Town Clerk

1 Welcome and Apologies

The Chairman welcomed everyone to the meeting. Apologies received from Cllr Lowndes and Kathy Blythe.

The Chairman noted that Mr Richard Hodgson, the representative for Sleaford business community, had not yet been able to attend a Working Group Meeting. If he is not able to attend, then a new business representative will need to be appointed.

Action: NM to contact Mr Hodgson.

2 Note of last meeting on 2nd October 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 Distribution of Short Survey (Minute 4.3 (i) refers)

The Chairman had taken leaflets and survey to the Library for a display.

3.2 Link to Survey (Minutes 4.3 (ii) and 5.1 refer) Group members to continue to send in the contacts and groups to whom they sent the survey link as well as their shares and posts on social media pages and groups. NM will up-date the Engagement record. The Chairman encouraged members to continue to send in this information: the Engagement Record will need to show that a range of groups has been consulted through the process of developing the Plan.

3.3 Schools and Survey (Minute 4.3 (iii) refers)

Janet Clarke had sent copy to Nick Law and the link to the Survey had been sent to the three senior schools, reaching 5k people via the schools' newsletters to parents.

3.4 Website (Minute 4.4 refers)

The SNP Website is now linked on the Sleaford Town Council website [here](#)

3.5 Copy for Community Magazine (Minute 5.2 refers)

The Chairman and NM would send copy by 2nd November for entry in the December Love Lincs magazine. A full page has been booked at a cost of £225.

4 Progress with Stage 1, the Engagement Strategy

4.1 Update on Engagement Strategy Activities

Janet Clarke reported back.

(i) 406 surveys had been returned. The final cut off will be Monday 26th October to allow for any late returns over the weekend. Circulation had been good via the schools. The total return number is realistic for a large NP area and taking into account the Covid-19 restrictions, which have meant most contacts being on-line rather than in person. The returned surveys will be analysed, and a report sent to the Working Group in the next few weeks.

Action: Janet Clark to circulate report of survey analysis to Working Group.

(ii) Youth Engagement: Janet had a positive discussion with Mr Paul Tricker, Leader of New Life Church Youth Club. Two options for engagement exercise: a photo of a space they like / would like improved; a letter to the future – how they would like to see Sleaford. Janet is putting together a short video about Neighbourhood Planning for the Club. The Group agreed to pay for a family meal deal from Little Italy restaurant as the prize for the best entry.

(iii) School Engagement: Nick Law and Janet Clarke discussed the practicalities of engaging with schools when it is not possible to meet with all year groups at one time. Janet agreed to look into an on-line Teams meeting and will send the information video to Nick Law.

(iv) Business Engagement: a breakfast and an early evening on-line meeting are planned and likely to be 16 / 17th November. Invitations will be sent via the business networks provided by NKDC; Working Group members will be invited to join. An on-line questionnaire is an option if there is insufficient take up for the virtual events.

(v) Household Questionnaire: this is now scheduled to be sent out in the New Year. More engagement activity was needed before launching the questionnaire.

(vi) Promotion Materials: the Group discussed options for raising awareness about the development of the Neighbourhood Plan. It was agreed that banners in the town centre would have the most impact. Locations suggested were across Southgate and outside Carre's Grammar School.

Action: NM to look into costs with Chairman and purchase banners.

(vii) Further engagement with groups and contacts. It was agreed to be important to involve people from all parts of the community and to ensure that vulnerable people and people with disabilities were involved. Promotion materials must be accessible to all. David Suiter offered to speak to Rainbow Stars for their advice. Janet Clarke confirmed that all the local support groups in the town had been contacted.

4.2 Market Stall

Ken Fernandes gave an update on the market event held on 9th October. 27 people were handed a questionnaire. It had been a positive morning with people taking the time to stop and talk.

Action: The Chairman and Cllr Fernandes to cover the next market event on Friday 13th November.

4.3 People's Panel

The Chairman advised that a number of residents had shown an interest in joining a People's Panel. Progress on the Plan will be shared with the Panel and their views would be taken account of as the Plan develops.

Action: Members to give to Nicola suggested names of people for the Panel.

The Chairman thanked Janet Clarke, Open Plan colleagues and Working Group Members for all the progress made to date.

5 Finance

The Chairman reported that the budget figures have not changed since the last meeting. The Locality Application for funding will be completed next Monday.

6 Liaison with North Kesteven District Council

The Chairman advised that he had been contacted by the District Council's Planning Department to meet to discuss progress with the Neighbourhood Plan. The Chairman will report back to the Working Group after the meeting.

Action: Chairman and Deputy Clerk to meet with NKDC Planning Department.

7 Any Other Business

7.1 David Marriage suggested that a press release be prepared for the end of the year, to thank people for taking part in the survey and give an update on progress. It was agreed this would be a timely opportunity.

Action: Chairman and NM to draft.

8 Date of Next Meeting

The Chairman and Janet Clarke had discussed a proposed focus for the next meeting. Janet will be busy with the Survey analysis and engagement events with schools, the youth club and business representatives, so she will not attend the next meeting. It was agreed that the next meeting on Friday 20th November will focus on a review of the Working Group and progress to date.

End