

Minutes of the Sleaford Neighbourhood Development Plan Working Group 15th meeting – by Zoom

Friday 26th March 2021, 2pm – 4pm

Working Group Members

Cllr Robert Oates, Chairman
Ms Kathy Blythe
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

1 Welcome and Apologies

The Chairman welcomed everyone to the meeting. Apologies had been received from Janet Clark. The Chairman apologised for the late circulation of the papers this had been due to waiting for a decision from the Town Council meeting earlier in the week.

2 Note of last meeting on 5th February 2021

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 Delivery of Paper Questionnaires (Minutes 4.2 (i) and (ii) refer)

The Chairman updated the Group. A thousand questionnaires had been delivered by Town Councillors and the Chairman of the Working Group over the space of a week. There had been a delay in starting the distribution because of Government advice about local council distribution of documents to residents' homes. Once this question had been resolved the distribution of the thousand questionnaires had been undertaken, with a copy being delivered to every seventh household across the town.

The Chairman apologised that it had not been possible to date to take up the offer of students from Carre's Grammar to deliver copies in the locality of the school. The next stage of the Neighbourhood Plan would involve the students again.

3.2 Open Plan Agreement (Minute 5.2 (iv) refers)

NM had circulated the original agreement to the Working Group for information about Stage 2 requirements of the neighbourhood planning process.

3.3 Business Representative on the Working Group

The Chairman advised that he had contacted the Sleaford business-woman proposed in the previous Working Group meeting and was awaiting a response.

4 Project Stage 1: Engagement Strategy

The Chairman update the Group.

4.1 Responses to Business Survey and Household Questionnaire

To date there had been 364 paper copies of the household questionnaires completed and 25 Business Surveys (on-line only). The on-line version of the household survey closed on 26th March and final numbers would be included in Janet Clark's report on the returns.

The Community Lincs report on the household and business questionnaires would be completed in time for consideration at the next meeting. The final part of Stage1 would be to run a 'vision and objectives' workshop to consider the findings of this report.

4.2 Vision and Objectives Workshop

The Chairman confirmed that it was likely the workshop(s) will be on-line. He suggested that there would be more than one workshop, scheduled at different times in the day to maximise attendance. **Action:** Chairman to talk to Nick Law about a workshop for students.

4.3 Meeting with NKDC Officers

The Chairman and NM had met with NKDC planning and partnership officers on Monday 22nd March. The officers confirmed that under the legislation around neighbourhood plans, they are obliged to help develop the Neighbourhood Plan including providing technical support and advice. A summary note (previously circulated) had been used as the basis for the meeting. Officers felt that the engagement work so far had been more than sufficient especially in the circumstances with covid-19 restrictions. The Chairman and NKDC officers will continue to meet on a regular basis.

5 Project Stage 2: Developing the Evidence Base

5.1 Updated Stage 2 Plan

The Chairman updated the Group.

The last meeting had considered an outline plan to take this work forward. The Chairman and SK from Open Plan had met to discuss, and an updated plan circulated to the Working Group.

Stage 2 requires three distinct areas of work:

- Neighbourhood Profile
- Green Infrastructure and Green Space Assessment
- Design Code

Guidance documents on all of these had been sent to Working Group and were available to download from the Members' Area on the website. These three pieces of work would be taken forward into the draft Neighbourhood Plan by August, ready for public consultation and then published by the end of 2021.

5.2 Training Session for Stage 2 Plan

A training session for the Working Group would be led by Open Plan. It would include consideration of how to involve the public. This work would take place alongside the final Stage1 work.

On-line walking tours of the town centre would be organised using Google Earth via a Zoom meeting. The Chairman proposed that the Sleaford Civic Trust be invited to take part for their expertise on heritage buildings and environment. **Action:** Chairman to meet with DM and SK to discuss and arranged. The Chairman confirmed that events would be widely publicised and people living outside of the town also encourage to attend.

Desktop research using existing information, maps and documents would be used to create the Neighbourhood Profile. SK confirmed that the Design Code could include climate change considerations on housing and building development.

Action: SK will send a brief of one side of paper summarising the main points of the documents.

Action: NM to re-send to Working Group members log on details for the Members' Area of the Website.

6 Publicity

NM reported back. The Town Council had promoted posts on its Facebook page. The average 'reach' of these was 250 with around 25-30 comment. There had been 12 responses in total via the SNP website since it was launched. Additionally, email contact and phone calls had been made in response to the two promotional banners in the town and the press article in the local community (Local Lincs) magazine.

The Chairman advised that the virtual walkabouts will be another opportunity to promote the Neighbourhood plan. The Chairman asked members to use their own social media contacts to promote the work of the Group.

Action: NM to use the word cloud slides from Janet Clark's PowerPoint presentation as images on Facebook posts and to send the jpg versions of the slides to Working Group members for their own social media promotion.

7 Finance

The Chairman talked through the finance update.

Just over £3k of the Sleaford Town Council grant had been spent this financial year. The Chairman had taken a report to Council on 24th March, requesting a further £5k for the next financial year (this includes the £2k underspend for 2020-21). This had been approved by the Town Council.

There was sufficient budget remaining to allow for unplanned spend, such as extra days consultancy.

NM would be applying to Locality for the remainder of the grant funding and the Design Code funding of £8k once applications opened in early April.

8 Any Other Business

There were no further items for discussion.

9 Dates of Next Meetings

The next meeting date had been previously agreed as 30th April. This date would be reviewed in light of the County Council elections on 6th May. NM would confirm date with the Working Group members as soon as possible.

The Chairman proposed that the next meeting be a two-hour meeting to include a one-hour training session on Stage 2 work. This was agreed and SK will lead the training session.

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

End

Post Meeting Updated

Next meeting dates confirmed: Friday 14th May, Friday 28th May. *Friday 25th June - TBC*

All meetings at 2.00 pm via Zoom.