

Note of Sleaford Neighbourhood Development Plan Working Group 22nd meeting – by Zoom

Friday 29th October 2021, 2pm – 4pm

Working Group Members

Cllr Robert Oates, Chairman
Ms Kathy Blythe (until 3.00 pm)
Cllr Paul Edwards-Shea
Cllr Ken Fernandes
Mr Keith Maltby
Mr David Marriage
Cllr David Suiter
Ms Harriet Wells

Consultants

Mr Steve Kemp, Open Plan

Sleaford Town Council

Ms Nicola Marshall, Deputy Town Clerk

Apologies

Mr Nick Law
Ms Clare Edwards

1 Welcome and Apologies

The Chairman welcomed all to the meeting.

2 Note of last meeting on Friday 24th September 2021

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

3 Actions arising from the Last Meeting

All actions had been completed, were in progress or covered on the agenda of the meeting.

4. Stage 1: Engagement Strategy

4.1 Vision and Objectives - Feedback from Open Day and draft report

The Chairman thanked the Town Council office staff for the organisation on the day. Around 15 people had attended and given their feedback on the Plan's objectives to date. The comments would be collated into the vision and objectives document.

4.2 Vision and Objectives – further consultation ideas

The Chairman suggested methods for involving people and getting feedback on the vision and objectives, to include:

- Town centre venue such as the Source on Southgate
- Display in Library
- On-line
- Via Working Group
- Video introducing the vision and objectives, for sharing on social media platforms
- Microsoft Forms and similar solutions were discussed and would be explored

Action: Working Group members to contribute ideas for consultation and feedback.

4.3 Report back on NP stalls in marketplace

Cllr Fernandes reported back. It had been a successful day. He noted that most people that he spoke with were from outside of Sleaford.

It was hoped that there would be opportunity for a stall / pitch at the 12 Christmas markets to further promote the Neighbourhood Plan. **Action:** NM / RO to confirm.

5. Stage 2: Developing the evidence base

5.1 Neighbourhood Profile, Character Area 1 report

The Chairman introduced a draft Profile which had been previously circulated. **Action:** NKDC to be asked for support in preparing elements of the Profile.

SK clarified about the content of a Neighbourhood Profile. Existing reports and plans on Sleaford, including the Masterplan, would need to be systematically considered and assessed for inclusion in the Plan.

5.2 Report of Character Areas project with school students

Steve Kemp said that a successful project had been held with students from the town's Joint Sixth Form and a section on this would be included in the Neighbourhood Profile report.

5.3 Update on involving Town Councillors in Character Area Assessments

The Chairman reported that he still hoped to organise an event to involve town councillors in the Character Area Assessments.

6. Draft Sleaford Neighbourhood Plan

6.1 Draft Skeleton Plan

The Chairman introduced the item and explained the structure and content of a standard neighbourhood plan, based on guidance from Locality. Documents and plans by others, including the Central Lincolnshire Local Plan and various NKDC plans would be listed among the 'Background Documents'. The Design Guidance would be a separate document.

SK advised that a Consultation Report would be published as a separate document, to demonstrate how the public's views had shaped the vision and objectives. A summary of that report would be included in the Plan itself.

It was suggested that data on interaction between NG34 area and Sleaford town be requested from NKDC and LCC.

SK clarified that, once published, the Neighbourhood Plan would influence future iterations of existing plans – eg the town's transport strategy – since the lifetime of the NPlan would extend beyond that of existing strategies and documents.

It was agreed that attention would need to be given to the format and layout of the final Plan in order for it to be an accessible document. The Chairman confirmed that there were funds in the budget that could be used for professional design and print work.

6.2 NKDC 'Sleaford Strategic Delivery Plan'

The Chairman introduced the document and advised that NKDC would be updating the Plan. It was noted that the lifetime of the Neighbourhood Plan would span the current Strategic Delivery Plan and the updated version.

The Strategic Delivery Plan layout was clear and a good model.

7 Timeline

7.1 Updated timeline

The Chairman had updated the timeline to reflect current progress. The vision and objectives report was scheduled to be produced by end of November 2021, so bringing to a close Stage 1.

SK had suggested changes to the timeline for Stage 2 since much of the evidence material was already in place. The Green Infrastructure and Green Space audit could be completed by end of December with a working draft of the Neighbourhood Plan complete by end of November, allowing for a full draft Plan ready for formal consultation by March 2022. The Working Group agreed to try to meet this new timeline.

Action: Chairman and SK to discuss the detail of the timeline and the work needed.

Action: Chairman and SK to produce a draft Neighbourhood Plan for the November meeting, to be finalised at the January meeting.

8 Publicity

8.1 Website news

NM updated on statistics for the website. Visitor numbers to the site totalled almost 1k over the past year. Facebook reach was positive, with some posts at almost 2.5k.

9. Finance

9.1 Budget update

NM updated that the budget was on profile.

9.2 Locality Grant

The application for a Locality grant for a Design Code would be put on hold until April 2022.

With the new timeline the current Locality grant was on profile to be spent by the end of March 2022.

10. Guidance on preparing a Green Infrastructure report

The Chairman asked WG members to read the Guidance on preparing a Green Infrastructure report and the Sleaford Urban Green Grid Opportunity Plan in preparation for the November meeting.

11. AOB

11.1 Permitted development rights - implications for planning control and to take account of in the Neighbourhood Plan.

Cllr David Suiter introduced this item. SK advised the Group to look at this topic in detail. The issue of high street residential development, under permitted development rights, was pertinent to other towns. Advice from NKDC would need to be sought.

Action: The Chairman would raise this issue at the next liaison meeting with NKDC.

12. Dates of next meetings

11.1 Agreed dates are Friday 26th November. Meeting at 2pm to 4pm by Zoom.

It was agreed to cancel the date of Friday 17th December.

Sleaford Neighbourhood Plan Working Group

October 2021