

**Note of Sleaford Neighbourhood Plan (NP) working group 27th meeting  
– by Zoom**

Friday 22<sup>nd</sup> July 2022, 2pm – 4pm

Present

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

STC

Nicola Marshall, Deputy Town Clerk

Consultants

Steve Kemp, OpenPlan

Apologies

Ms Clare Edwards  
Mr Nick Law  
Ms Harriet Wells

**1. Welcome and apologies**

The Chairman welcomed those present to the meeting. Apologies were noted.

**2. Note of last meeting on Friday 24<sup>th</sup> June**

The note of the last meeting was approved.

**Action:** NM to upload to the STC website.

**3. Actions arising from the last meeting**

There were no actions from the meeting.

**4. Stage 1: Engagement Strategy**

**4.1** Draft press release on completion of the Vision and Objectives

**Action:** The Chairman advised that he draft the press release to accommodate comments from this meeting.

**4.2** Draft Engagement Report

The Chairman shared the draft report and the group discussed.

The new version of the Local Plan may not be completed before the submission of the Neighbourhood Plan, therefore it may have to refer to the 2017 version.

**Action:** Chairman to follow up with SK and NKDC planning officers.

The engagement work had had to take account of restrictions due to the Covid pandemic and had therefore been limited by these restraints. However, all attempts had been made to engage in different ways throughout the process.

It was agreed that it would be helpful to make explicit how the responses from the engagement stage had informed the vision and objectives .

### Character Assessments

DM asked about the character assessments of the town areas, including the industrial estates. The Chairman confirmed that the assessments had not yet been done but will be done in order to inform the character assessment document. It had not been possible to do this work in parallel with the engagement work. It was noted that most comments received concerned the town centre rather than the wider town.

**Action:** Town Councillors to be asked to carry out the character assessments as part of their engagement with the local community to inform the character assessment report. (RO)

**Action:** Template used for the town centre walkabout to be amended for the wider town assessments and send out to Town Councillors and Working Group by early August. (RO / SK / NM)

### Other Reports

Reports from other organisations would be referred to, including the Sleaford Masterplan (Refresh) and the Local Plan. It was noted that public engagement had taken place for both of these plans. There was congruity in the feedback received for these and the Neighbourhood Plan.

There would be two more extended periods of public engagement – one for the Draft plan and the final plan.

Policies: SK had provided the Chairman with model policies along with the template for the Draft Plan.

Public Referendum: 50% of those voting must vote 'yes' for the Plan to be accepted.

Action: Timeline – end of October for the submission of all three documents:

- Engagement Report
- Character Assessment
- Draft Plan

**Action:** WG members to send any further comments to the Chairman in the next two weeks so that the Engagement Report can be considered by the Town Council (as the lead body for the NDP) at its August meeting. (All)

**Action:** Agreed that there should be 'outstanding items' added to the agenda and minutes, including who is responsible for that work. (NM)

**Action:** Photographs taken by members at events to be sent to the Chairman (All)

## **5. Draft Sleaford Neighbourhood Plan**

### **5.1 LCC 'Sleaford Transport Strategy' and NKDC 'Sleaford Masterplan- Town Centre Refresh'**

The Chairman updated: LCC had carried out its own consultation on the Transport Strategy; feedback from this supports that received through the consultation for the NDP, including: need for a southern bypass, main transport / bus hub, improvements to pedestrian and cycling routes, 20 mph speed limit in the town centre.

The NKDC Masterplan Refresh also supports feedback from the NDP consultation, including: improvements to the high street, a better retail offer, peripheral car parking spaces, cinema and leisure facilities.

Both documents will be referenced in the Neighbourhood Plan as evidence from the community.

**Action:** WG members to send any comments on documents to the Chairman. (All)

## 5.2 Progress with draft Plan

The Chairman updated; the structure had been agreed and was based on a template from Open Plan. This now needed to be populated.

PES asked about the design of the document to ensure it was accessible and readable. **Action:** PES to send to NM examples of plans to consider.

It was suggested that a summary document be written to ensure maximum readership of the Plan.

## 6 Publicity

### 6.1 Website news

Information about the vision and objectives workshop held in June had been posted up along with a link to the feedback document.

## 7. Finance

NM had met with RO and SK to discuss application to Locality for the remaining £970 of the £10k funding and application for funding a Design Code. **Action:** NM to complete the application by early August.

There was approximately £2k left in the budget from the Town Council.

## 8. Dates of next meetings

8.1 Next dates are Friday 19<sup>th</sup> August, Friday 16<sup>th</sup> September, and Friday 28<sup>th</sup> October 2022. All at 2pm to 4pm, by Zoom.

The meeting ended at 15.45

### Outstanding Work

- **Character Assessments to be carried out**
- **Finalise Engagement Report**
- **Write Draft Plan**