

## Notes of Sleaford Neighbourhood Plan (NP) Working Group meeting held at the Town Hall

Friday 17<sup>th</sup> February 2023, 10.00 am – 11.15 pm

### Present

Cllr Robert Oates, Chairman  
Mr Keith Maltby, Deputy Chairman  
Cllr Ken Fernandes  
Cllr David Suiter

### Support

Debbie Scott

### Consultants n/a

Mr David Marriage

Apologies - Cllr Paul Edwards-Shea, Mr Chris Pilkington (Town Clerk), Steve Kemp (OpenPlan)

### 1. **Welcome and apologies**

The Chairman welcomed those present to the meeting. Apologies had been received as above

### 2. **Membership**

2.1 RO explained that he had emailed both Clare Edwards and Harriet Wells about their membership, but had received no reply. The assumption was made that they had effectively resigned.

2.2 Terms of Reference – it was noted that the Working Group membership should include 6 serving Town Councillors and 6 members of the community.

**Action:** DS to refer to the Town Clerk for Councillor appointments to be made as soon as possible after the elections and those Councillors to confirm additional community appointments.

It was also noted that Terms 5.8 (quorum of 4) and 5.9 (4 + the Chair to make decisions) were contradictory, suggesting 5.8 could be deleted; 5.7 allows for the appointment of a Chair for the meeting should the elected Chair be unable to attend.

**Action:** DS to refer to the Town Clerk for amendment, with other minor inconsistencies.

### 3. **Notes of Work Planning Meeting 17<sup>th</sup> January 2023**

The notes were accepted.

### 4. **Stage 2: Draft Neighbourhood Plan**

#### 4.1 **Notes of the meeting with AECOM 3<sup>rd</sup> February 2023**

It was noted that this had been an introductory meeting and Becky would be putting together a team of consultants to work on the Design Guides and the Masterplan for the Sleaford West SUE. A further meeting (as yet date unknown) would be arranged once the team was in place.

#### 4.2 **Informal feedback from NKDC on the early first draft**

RO had shared the feedback from NKDC. Comments were discussed as follows: Duplication? Maybe the cross-referencing to the CCLP needed to be clearer in saying that the SNP endorsed specific points made in the CCLP hence not repeating them, but understanding that the Sleaford Masterplan in itself had no legal status in Planning Law, incorporating aspects of that in the SNP would give the legal status.

A meeting with NKDC was expected – date to be confirmed, to clarify this.

Aims repetitive? Need pruning?

Not positively prepared? Was the focus on protecting the past or preparing for the future? Need to be more future-focussed. NKDC had been looking at a very early draft, without sight of latest draft policies about positive change.

Should add to the CLLP, not repeat – as above, showing endorsement.

**Action:** RO to ask SK for the planners' definition of 'protect and preserve', 'support, conserve and enhance'.

Community Assets? to protect e.g., Pubs. Could this be extended to include Green Spaces, Meeting Halls, Churches, Playhouse, Scout Hut, Library, etc? Need to distinguish between retaining a building for community use, or retaining the facility, e.g., the library was important but did not need to be in its current building.

Design Codes – needed to comply with Government policy (currently changing) – AECOM will be aware.

Active Travel? Opportunity to add value, e.g., saying that any new highway should give equal consideration to all modes of urban transport. Opportunity in Sleaford West SUE Masterplan to specify bus, cycle, pedestrian as well as car parking, access to EV charging points

Comments on policies? It was noted that those policies were now being superseded.

**Action:** RO to ensure that SK was aware of the comments made by NKDC.

RO reiterated that NKDC's advice was informal, but welcome and helpful.

Employment Policy – it was noted that Home/Work facilities were already provided for in the CLLP and 'working from home' was, in the majority of cases, not subject to Planning legislation.

**4.3 Draft Policies** – RO spoke to SK by phone, SK confirmed his apologies and promised to share the new documents before the meeting on 1<sup>st</sup> March.

RO reminded the meeting that the plan was to be able to put a draft plan to the Town Council for information at its meeting on 19<sup>th</sup> April, to establish the work so far, prior to the May elections.

It was noted that the application for the grant paying for AECOM's work had been submitted by NM before she had left and the delay before receiving news at Christmas of its success had caused some confusion, however it had now been established that the funding covered the creation of a Design Code for Sleaford as well as a Masterplan for the Sleaford West SUE. It was noted that 'concept drawings had been prepared for the SUE area some time ago and AECOM should be made aware of these. RO advised that NKDC was supportive of the SNP work on this Masterplan.

**Action:** RO to forward details to AECOM of existing information.

## **5. Finance**

It was noted that SK's work under their Agreement with STC of July 2022 was in stages, each invoiced 50% in advance and 50% on completion. The first part of stage 1, (refining/drafting policies) was currently underway and the advance payment had been made by STC. The second part was ensuring that the policies and the evidence aligned, and the third part was creating/sourcing the maps and designs to be included. Each part allowed for 16 hrs of work.

Funding in 2023-24 had been included in STC's budget of £10k for pre-referendum publicity at £5k, and professional design and print of the final, approved plan post-referendum at £5k.

## **6. Website**

**Action:** DS to contact John Slater with ideas for refreshing the website

7. **Dates of next meetings**

Wednesday 1<sup>st</sup> March 2023 – at Town Hall – 1 pm (Room already booked)  
– to establish a clear work plan to move the SNP forward.

Thursday 6<sup>th</sup> April 2023 – at Town Hall – 10 am (DS to book room) – to finalise a draft version of the SNP to submit for information to STC meeting on 19<sup>th</sup> April 2023.

*Sleaford Neighbourhood Plan Working Group – February 2023*