



**Minutes of the Meeting of the Neighbourhood Plan Sub-Committee held on  
Thursday 12<sup>th</sup> December 2024 at 2.00 pm, at The Town Hall, Sleaford**

**Present:** Cllrs David Darmon, Linda Edwards-Shea, Robert Oates (Chairman), Alison Snookes and David Suiter, and Community Members Mr Mark Bamford, Mr Nick Dibben, Mr Tony Dobson, Mr Keith Maltby and David Marriage.

**In attendance:** Mr Chris Pilkington (Town Clerk and Responsible Financial Officer), Mrs Debbie Scott (Administrative Support) and Mr Steve Kemp (OpenPlan) (online).

**24.66 CHAIRMAN'S WELCOME**

Cllr Oates welcomed all to the meeting, apologising for his lack of input over the last few weeks, due to a family bereavement.

**24.67 APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Mr Mark Graves. The meeting was quorate.

**RESOLVED:** Apologies from Mr Mark Graves and the reasons for absence were approved.

**24.68 DECLARATIONS OF INTEREST**

**(a) TO RECEIVE DISCLOSURES BY MEMBERS OF ANY DISCLOSABLE PECUNIARY INTERESTS FOR THE PURPOSES OF SECTION 31 OF THE LOCALISM ACT 2011 AND ANY OTHER RELEVANT INTERESTS UNDER THE MEMBERS' CODE OF CONDUCT**

There were no declarations of interest.

**(b) TO RECEIVE AND DECIDE UPON REQUESTS FOR DISPENSATIONS TO MEMBERS TO TAKE PART IN DISCUSSIONS AND VOTES WHERE THEY HAVE DECLARED DISCLOSABLE PECUNIARY INTERESTS**

There were no requests for dispensations.

**24.69 PUBLIC PARTICIPATION SESSION**

There were no Members of the Public present.

## **24.70 MINUTES OF THE LAST SLEAFORD NEIGHBOURHOOD PLAN SUB-COMMITTEE MEETING**

**RESOLVED:** That the minutes of the Meeting of the Sub-Committee held on 25<sup>th</sup> October 2024, be confirmed as an accurate record, to be signed by the Chairman of the Sub-Committee.

## **24.71 DRAFT NEIGHBOURHOOD PLAN**

*(Mr Kemp joined the meeting online)*

### **a. Regulation 14 Consultation and Communications**

Cllr Oates referred to the timeline for the Regulation 14 Consultation, based on starting on 14<sup>th</sup> December and ending on 9<sup>th</sup> February, as agreed at the last meeting. Mrs Scott explained the progress made since then in making the necessary amendments to the plan document following the NKDC SEA and EA's responses, and the updating of dates on the promotional literature to accommodate the new Consultation Period. She reported that the first batch of printing of the three consultation documents, the Plan, the Glossary and the Design Codes, was complete and all Sub-Committee members had been given a set, with others put aside for the other Town Councillors, key consultees and the consultation venues. She thanked NKDC Reprographics for the booklet printing. The leaflets and hard copy questionnaires, posters and banners were ready to go out, with thanks to Josh at CastlePrint for his design and print work on those and the electronic versions, which were now set up on the Town Council's website page dedicated to the Sleaford Neighbourhood Plan, ready to go live, late afternoon on 13<sup>th</sup> December, with thanks to Mrs Goodland.

In addition, the domain name [www.sleafordneighbourhoodplan.co.uk](http://www.sleafordneighbourhoodplan.co.uk) had been successfully transferred into the ownership of the Town Council, with help from John Slater and Cuttlefish, and was set up to re-direct web traffic straight to the SNP page on [www.sleaford.gov.uk](http://www.sleaford.gov.uk).

11,000 leaflets had been delivered to Your Local Lincs for distribution at the end of December with the January edition, to include the whole of Sleaford and the neighbouring parishes. The Poster would also appear in the same YLL edition as an advertisement.

An extra print run of 500 leaflets, flashed with 'coming soon' across the QR codes had been commissioned and these had been handed out at the Christmas Market on 1<sup>st</sup> December and the remainders available since then in various venues, including the Town Council offices.

Mrs Scott was thanked for her work in organising the printing and collating of the materials and the co-ordination of the actions so far in the absence of Cllr Oates. Mr Maltby and Cllr Snookes had been very supportive.

The short video-filming session planned for immediately prior to this meeting had unfortunately been cancelled, but would be re-arranged for the following week.

In answer to questions, Mrs Scott confirmed that the email consultation would also be going out to all statutory consultees, local businesses, schools and community organisations (including offering a talk by Cllr Oates) the following week and she would be drafting a Facebook post to be shared with local Facebook groups.

**Actions:**

*The Mayor, Deputy Mayor, Chair and Members of the Sub-Committee to arrange a time to attend the Town Council Offices for filming the following week.*

*Sub-Committee members to let Mrs Scott know if they would be available to help hand out leaflets at future events.*

*Mrs Scott to confirm suitable dates with the venues (Sleaford Library, The Source and the New Chapel Greylees) and deliver the packs to the venues.*

*Cllr Oates to draft a press release.*

*Services Team to install the two large banners on the railings on Boston Road and at Carre's Grammar School.*

*Cllr Oates to book a stall at the market on Friday 20<sup>th</sup> December.*

*Mrs Scott to enquire about having a presence at NKDC's WinterLight event on 21<sup>st</sup> and 22<sup>nd</sup> December.*

**b. Communications**

In answer to questions, Mr Dibben explained that the St Ives Regulation 14 consultation had received responses from around 50 individuals and organisations, amounting to a total of 300 comments, from a population of around 18,000. They had considered that to be a 'good' response.

**c. Finance**

The Town Clerk reported that the Town Council would be allowing £10,000 for further Neighbourhood Plan work in its Budget for 2025-26. It was noted that the current Locality grant for 2024-25 was to be used by 31<sup>st</sup> March 2025.

**24.72 DATE AND VENUE OF NEXT MEETING**

Friday 17<sup>th</sup> January 2024 at 2.00pm (mid-consultation catch up), as agreed.

There being no further business, the Chairman thanked all for attending and closed the meeting at 2.40 pm.