



**Minutes of the Meeting of the Neighbourhood Plan Sub-Committee held on  
Thursday 25<sup>th</sup> July 2024 at 2.00 pm, at The Town Hall, Sleaford**

**Present:** Cllrs David Darmon, Linda Edwards-Shea, Ken Fernandes, Robert Oates (Chairman), Alison Snookes and David Suiter (from 2.08 pm) and Community Members Mr Mark Bamford, Mr Tony Dobson, Mr David Marriage and Mr Keith Maltby.

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

**24.45 CHAIRMAN'S WELCOME**

Cllr Oates welcomed all to the meeting.

**24.46 APOLOGIES FOR ABSENCE**

No apologies for the meeting had been received. The meeting was quorate.

**24.47 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 other 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.

**24.48 PUBLIC PARTICIPATION SESSION**

There were no Members of the Public present.

**24.49 MINUTES OF THE LAST SLEAFORD NEIGHBOURHOOD SUB-COMMITTEE MEETING**

**RESOLVED:** That the minutes of the Meeting of the Sub-Committee held on 28<sup>th</sup> June 2024, be confirmed as an accurate record, to be signed by the Chairman of the Sub-Committee.

## **24.50 DRAFT NEIGHBOURHOOD PLAN**

### **a. Draft Neighbourhood Plan**

Cllr Oates reported that the Town Council had approved the communications materials for the Regulation 14 consultation at its last meeting but just before they had been committed to print, the previous Thursday, NKDC officers had informed Cllr Oates and Mrs Scott that they would have preferred that the Strategic Environmental Assessment (SEA) exercise be completed prior to the Regulation 14 consultation rather than run concurrently with it.

Because of the tight timetable, an immediate decision had been taken to suspend the consultation arrangements and allow NKDC to complete the necessary work. Mrs Scott was thanked for her actions in getting the printing work halted. Cllr Oates pointed out that none of the design work would be wasted, as the documents would still be valid, with a few date changes, when the Regulation 14 consultation was eventually launched.

'Your Local Lincs' had also been informed that advert and distribution would not be happening until later in the year.

Cllr Oates explained the SEA process and the timescales which would mean that the Regulation 14 consultation start date could be delayed by two to three months, he added that he now found NKDC's advice on delaying the Regulation 14 consultation had the advantage of preventing possible delays further on in the NP process.

#### **Resolution:**

It was agreed that the Designer, Josh at Castle Print, be thanked for his work and payment be made for the design work completed.

Cllr Oates added that another document, the Basic Conditions Statement, that Mr Kemp would be working on, would also need to be submitted to NKDC, as the Local Planning Authority in due course.

Cllr Oates, the Town Clerk, Mrs Scott and Mr Kemp had meet by Zoom the previous Monday and Mr Kemp confirmed that two days' work should be allowed for each of his work on the Basic Conditions Statement and his support for the analysis of the Regulation 14 responses. He had agreed to draft a work plan with costings and then Cllr Oates, Mr Pilkington and Mrs Scott would submit a further grant application to cover those costs.

In answer to questions, Cllr Oates explained that Mr Kemp was originally scheduled to complete the SEA work, but NKDC's offer to do it as part of their free support for the Plan had then been accepted, at Mr Kemp's suggestion. The timescales offered by NKDC differed from those previously expected.

Cllr Oates added that he felt the SEA exercise would raise few problems as the draft plan proposals included little, if any, adverse impact on the built or natural environment of the area.

Those present questioned that length of time proposed for the SEA work and it was noted that it included the holiday period, the number of other plans going through the same process and the time being allowed for statutory bodies to respond. It was not clear whether the current exercise would lead to another stage which might involve fees.

**Action:**

Mrs Scott to ask Mr Kemp for costings for work on any further stages of the SEA process, to be added to the costings for the grant application, in case they were needed.

**Resolution:**

The meeting endorsed the actions taken by Cllr Oates, Mrs Scott and Mr Pilkington to suspend the Consultation process until NKDC's work on the SEA was completed.

**b. Regulation 14 Consultation and Communications**

As above

**c. Finance**

No further update

**24.51 DATE AND VENUE OF NEXT MEETING**

Friday 16<sup>th</sup> August at 2.00 pm – this meeting was cancelled.

Dates for future meetings of the Sub-Committee as agreed:

A further meeting was provisionally arranged for Friday 27<sup>th</sup> September 2024 to receive updates on NKDC's work and to make new arrangements for the Regulation 14 consultation.

**Action:** Mrs Scott to book the room for the meeting.

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