

Minutes from Steering Group Meeting, 6th July, 2017, 17.00 at Oakham Town Council

Present: Christopher Clark, Michael Haley, Andrew Bennett, Paul Dowse, Ann Lewis

1. **Apologies:** David Salkeld, Michael Hinman, Maureen Burns-Jones, John Nowell
2. **Declaration of interests:** None
3. **Minutes:** the minutes of the meeting of 29th June were agreed (proposed Michael Haley, seconded Paul) and signed by Christopher
4. **Matters arising and actions:** Paul reported that John Fowler had been removed from Google Drive. Michael Haley and Christopher have arranged to meet with Barleythorpe Parish Councillors, Marsland and Blanksby, on 7th July and on 10th July, to interview Nick Taylor, who has applied to be a member of the SG. Christopher's two WG members have still to respond to his suggestion that they become members of the SG. Ann reported that she had received two replies from developers, Savills and Marrons/Taylor Wimpey, and would draft letters for Allison to send out with dates for meetings. (Savills - 14th September and Marrons/Taylor Wimpey - August 31st). She agreed to phone the other three who had not yet replied to our invitations for meetings. **Action: Ann to phone Larkfleet, St John and St Anne and Marrons to fix dates for meetings.** Ann stated that she will attend the Action with Communities in Rural England course, 'Neighbourhood Plans: making the most of your local heritage', in Rothwell on 10th July. Fee paid of £40.
5. **Planning for July 15th:** Christopher explained that Quoin's cost of printing an A1 poster, with art work and lamination, was likely to be £25+. This was felt to be too high and we agreed that our own A3 posters would suffice. Michael Haley had arranged printing of 5 hard copies of the Survey Report for reference on the day. A press release advertising the event had been printed in this week's *Rutland Times* which avoids the very costly payment for placing an advertisement. The question of refreshments is still unresolved but Christopher is to investigate further. **Action: Christopher to phone Liz to check on the previous arrangements for refreshments.** Discussion moved to the topic sheets which the group had sent through to Paul and which Paul had collated and sent round for comment. Inconsistencies were eliminated and some of the complexities in the format and the inclusion of percentages were abandoned in favour of simple, clear information being presented. Paul offered to make all necessary changes and to circulate sheets/slides for our perusal, for which the group thanked him. **Action: Christopher to send Paul photo of the castle and Ann to send Paul photos for illustrating sheets. Ann also to send round email asking for people's availability on the day and to draw up a timetable to send out.**
6. **RCC:** Ann had sent an email reminding Colin Dunigan that he had promised a response to her request for information regarding brown field sites in Oakham. She had also alerted him to a future meeting with the SG in which he could give RCC's perspectives on developments. She received an email from him stating that he would be in touch with information soon and that he was keen to meet with us.
7. **AOB:** Paul said he would attempt to transfer the Google account from Liz to Christopher. Ann reminded everyone that the meeting on Thursday, 20th July would be a training session with Sue Green, East Midlands Representative of the Homebuilders' Federation, who will talk about Neighbourhood Plans and developers.
8. **Date of next meeting:** Thursday, 3rd August at 17.00 in OTC (originally offered to developers who will now be offered 21st September instead).

