

## Notes of Neighbourhood Plan Steering Group Meeting, Monday, 27th June 16.00, OTC

**Present:** Liz Sanders, Michael Haley, Christopher Clark, Frank Payne, Maureen Burns-Jones, David Salkeld, Michael Hinman, Ann Lewis

**Apologies:** Jasmine Hopkins, Paul Dowse, and John Nowell (belated apologies)

**Absent:** Oliver Bird (had wrong time in diary)

### Matters Arising:

- Liz sent out emails to WG applicants as agreed - each SG representative for a specific area is to be in touch to arrange initial meeting.
- Oakham School students, who now have some feedback on housing, leisure and the town centre from younger residents and families, are to present data in pie chart or similar. Viv to let Ann have results.
- Liz and Michael met with RCC's Roger Ransom and two planning officers who are keen to work with and support the SG and who offered assistance with printing of maps etc. Michael suggested that contact should also be made with a Stamford Councillor dealing with Stamford's NP to look at their approach. A meeting is to be arranged.
- Jennifer Fenelon, selected as a Community Facilities WG member, has offered a replacement member in the person of Sarah Iveson who has much experience in local health care. On Jennifer's recommendation, Sarah's application details and experience and Liz's having spoken to her, it was agreed that she should be accepted as a WG member for Community Facilities.
- David also offered a willing planner who should fill in the appropriate WG form on Google Drive. It was agreed that the process for recruiting new WG members would be as before with them filling in the application form, which goes to the TC and SG for discussion and selection, ensuring that the WG members work for the community's benefit rather than personal or individual goals.
- Maureen has drawn up an Education and Training Events Programme for the information and professional development of both SG and WGs. (Sent round to SG in an email). Regular, timed, monthly meetings (in addition to SG and WG meetings and open to both groups) would take place from autumn 2016 - spring 2017. Information would be gleaned from other relevant NP representatives, professional advisors, people with experience of surveys and questionnaires. One session will be planning-related. The ultimate goal is to create a survey - but the expertise involved in creating an effective survey and the funding of it need careful consideration. Frank suggested that the NP Champions Helpline may be able to offer advice on this. Expertise should also be available from those who have already carried out surveys for their own NPs. By October, it was suggested, we may be able to have a Planning Session with Michael Haley's son-in-law, David's contact planner and the RCC planners. And, for November, input from WGs may be available for a session on a specific area of interest, for instance, a Housing inset.

### Engagement Strategy:

- Frank explained the proposed C&E Consultation Strategy document (also on Google Drive under C&E Working Group), the activity it covers and timeline. This was agreed as a way forward by members of the SG culminating in a final overarching survey by March 2017.
- Communication and Engagement WG would support WGs in their exploratory work and would build on creating areas of enquiry for a whole area survey. Activities will take place from July 2016 to March 2017, with an initial letter (hand delivered to cut postage costs?) to all those who live and work in Oakham, introducing the idea of a survey and explaining how it will be used to create the NP. The WGs will then do research and feed back to the SG, providing questions / areas for the survey which will be tested out in preparation for the

survey proper. Frank suggested that engagement with a small focus group to test the survey would be a good idea. He recommended that an events schedule is required to add to Jasmine's list of Cutts Close events. WGs may also have suggestions for other events in Oakham.

- In Jasmine's absence, it was suggested that she might be responsible for co-ordinating the drawing up a suitable list of events. The next SG meeting should focus on action for this.
- It was agreed that further work would now be focused on the detail of a letter, leaflets, banners, identifying survey best practice and updating the web site.

**Events:**

- Christopher explained his and David's ideas for Event Management in future. The main learning is that we need to have an easily understood format to ensure we all know what, how, when, who etc at any event. The use of a template pro forma was discussed.
- It was recognised that there will only be events which have been agreed by the whole SG as part of our consultation strategy, not lots of demand from WG's.

**Working Group feedback so far:**

- members were reminded to make contact with relevant WG contacts - not all had - and that meetings should focus on discussing their approach using the Terms of Reference, the monthly WG reporting form and Oliver's framework as a guide.
- Any consultation will take place as part of the overall C&E strategy unless otherwise agreed by the SG.
- It was agreed that any WG requests for information from RCC will be via Michael Hayley on behalf of OTC

**Actions for Next Meeting:**

- feedback from meetings with WG members to be brought to the next meeting.
- People were asked for any ideas/suggestions for our 'education' sessions to be sent to Maureen.
- All to come back with ideas for event opportunities from their WGs for the SG to consider.
- Liz to look at possible names for focus group(s)
- Christopher/David to provide the Events planning template.

**AOB:**

- Christopher requested that reference or page numbers should be put on all documents for ease of identification. He also asked that the subject of emails should be clearly and accurately noted as members were responding to emails using previous headings not related to the new email.
- Maureen advised that she will be contactable by email but will not be available for meetings until September.

**Date of next meeting:** Monday, 25th July at 16.00 OTC

The meeting ended at approximately 17.30.