

Oakham Neighbourhood Plan Steering Group Meeting, 15th. February, 2018, held at OTC

Present: Christopher Clark (chair), Michael Haley, John Nowell, Paul Dowse, David Salkeld, Nick Taylor, Colin Dunigan and Michael Hinman (minutes).

Representing Open Plan: Simone Landucci.

Apologies: Peter Goodwin.

1. Welcome and Introductions: C. Clark welcomed C. Dunigan to the committee. Members explained their roles to S. Landucci.

2. Open Plan Neighbourhood Plan Guidance Document.

S. Landucci gave a presentation about the development of a neighbourhood profile in order to strengthen a community's ownership of its neighbourhood plan through events. The profile would evolve policies for aspects of the plan such as heritage and open spaces. It was necessary to define an overview of the neighbourhood with reference to its age, land use, layout, natural features, open spaces and recreation, services and employment, shops and landmarks. When the Group chose areas on which to focus, it would need to define them by such overview aspects; that information would form the background to walkabouts of the areas from which profiles and reports could be compiled. In the case of Oakham, SL recommended one event for the town centre and a small number of others which could combine the examination of representative adjacent housing estates; at the event, the Group should seek residents' likes and dislikes about the areas as they were and what their preferences were for the future. The overview should be conducted during a morning, preferably at a venue within the district concerned, followed by a walking inspection during the afternoon of the most representative streets. People would be given guidelines about what they should look for. Somebody should take photographs of key features for the neighbourhood profile, including some which related to land use and vistas as well as buildings and streetscapes. In terms of mapping, Stage 1 (Defining Neighbourhoods) requires an initial annotated map of the settlement divided into initial draft neighbourhoods. This annotated map will need formalising and digitising to present it to local people and stakeholders. Stage 2 (Neighbourhood Overview) involves Mapping of Routes and Asset Mapping and requires the production of digitised route and asset maps of the Neighbourhood Area.

RCC can provide OS base mapping of Oakham's NP area and have developed a detailed base map of the built form and street layout of the town which can be used to create the character area, routes and asset maps. It is proposed to supply these base maps to OpenPlan and the NP Group markup the plans for OpenPlan to digitise/design. CD can liaise with SL regarding mapping.

It was noted that the Group had already done a lot of more general assessment for the written survey, but it was hoped that this different approach would encourage residents to talk about their own districts and interests and perhaps lead to some of them joining the Group to share the load. It was agreed that the Group now needed to decide which neighbourhoods to concentrate upon and when to have an event, an information leaflet for which needed to be produced. People from an area ought to be involved from the earliest stage possible to increase publicity. CC thanked SL for the presentation.

3. Minutes of the Meeting of 4th. January were agreed (proposed: John Nowell; seconded: Michael Haley).

4. Matters Arising.

(a) Town Council Meeting

OTC had voted to make money available for the consultants' use.

(b) Steering Group Membership

It was agreed that Janet Hughes and Paul Beech should be invited to join the Group. CC asked that any members who had not sent him the application forms which indicated their interests and networks would do so. Because of other commitments, Paul Dadford had resigned from the group.

(c) Oakham Town Centre One-Way System

Later the same evening, Rutland County Council's Scrutiny Panel was to oversee the appointment of a Task and Finish Group which would comprise six county councillors and one representative each from Oakham Town Council, Oakham Town Partnership, the Neighbourhood Plan Steering Group and either (according to different versions) the citizens' group which objected to the making of Oakham High Street one-way or a resident or business person. Paul Dowse agreed to be the N.P.S.G.'s representative. The Task and Finish Group would meet for the first time on 4th. March.

5. Any Other Business.

C. Dunigan would send P. Dowse for the website a list of skills required in people who were interested in getting involved in the planning process.

6. Date and Place of Next Meeting.

Those for both the next regular meeting and that at a date between 26th. February and 1st. March with a representative from the Kino project (which wanted to convert the Baptist church into a cinema) would be arranged via Doodle.