

Notes of Neighbourhood Plan Steering Group Meeting, Monday, 8th August, 16.00 OTC

Present: Liz Sanders, Michael Haley, Paul Dowse, Frank Payne, Christopher Clark, John Nowell, Jasmine Hopkins, Ann Lewis

Apologies: Maureen Burns-Jones, David Salkeld, Michael Hinman

Absent: Oliver Bird

Matters Arising:

- David Taylor (Stamford NP) could not be present at today's meeting but will be in attendance at a meeting on Thursday 18th August at 16.00 in the Town Council office. Liz urged members to come along to meet with him for an informal dialogue on their approach to Stamford's Plan
- Paul has updated the website. Members are reminded to look at changes especially under their WG tabs, at new material.
- Three versions of Paul's and Oliver's NP logo were passed round. There was general approval of the buttercross motif. The pros and cons of fonts superimposed on map backgrounds were discussed. Michael Haley stated that a decision must be made urgently as this has to be ready for correspondence going to print - so, too, with the wording of the letter and leaflet.
- Liz informed members that the current photos on Google Drive would be removed. WGs urged to produce their own for the website and Google Drive.
- David has received a WG application for Sport and Leisure from Craig Shuttleworth who has much positive experience in sport and project management - now being processed. Liz to meet up on Tuesday 9th along with Christopher Clark to give feedback and take any questions while David is on holiday.
- Michael reported very slow progress on the enlargement of the map (A3 size) and clear, colourful definition of the NP boundary, showing possible sites for future development. It is vital we have a map which engages public interest when the info is sent out in September. RCC is unable to deliver what is required. Michael hopes to get a suitable electronic version to the printers by Friday, 12th August subject to quotes being received.
- Envelopes containing the letter/map about NP will be filled by 6th September ready for delivery from 9th-16th September. It was agreed that delivery could be made by members of the SG, WGs and other local groups. Liz asked Michael Haley if the electoral rolls could be printed for streets to be allocated to individuals. Members to email Liz with streets they can deliver to. Liz will also send round a template email invitation, which can be personalised, asking would-be volunteers to help with delivery. This is also posted on Google Drive under Contacts
- Some discussion took place about the wording on the envelope -Important InformationFrom Your Council or ...About your Neighbourhood. Our concern is that it is read and not instantly binned.

- Christopher has designed draft banners for the NP and so far has quotes of £30/£40 for the production of these. He is to investigate further with a view to obtaining half a dozen banners for use at future events.

Communications and Engagement:

- Discussion also took place regarding the explanatory letter to be delivered to all residents. (4 key elements: the NP/who we are, info about future survey, the map with call for sites and a revamped leaflet.) Should this be in the form of a formal letter signed by Liz or a coloured information sheet? The latter, drawn up after looking at various drafts, was handed round for approval. Most were in favour of a leaflet with information boxes bordered in colour. Frank favoured a formal letter whilst Christopher and Jasmine suggested retaining the info sheet with a more formal note attached signed by Liz. Christopher added that the A5 envelopes should open with the explanatory note immediately visible.
- Jasmine reported that printers' responses/quotes were awaited.
- Michael Haley spoke about the budget and costs of printing. Approximately £1,500 would be required for printing. (£5,000 to come from Town Council and up to £9,000 to be applied for from RCC - the latter would need to be spent within six months or by the end of the fiscal year and for this reason it is advisable to apply for this in two tranches. Application is underway.) He pointed out that we may need to produce our NP maps with outside help but Christopher offered to ask Paul Dadford if he might do this for us urgently.
- Liz reminded members that the material had to be decided for the printers by August 12th August.

Working Group Feedback:

- Business - John's group to meet again with ten questions each on specific areas.
- Open Spaces - Christopher reported on-going work on accessing newsletters and attendance at an allotment holders' meeting on September 6th.
- Community Facilities - Frank updated everyone by email on the WG's progress. He is trying to access a full list of community buildings. The WG has concerns about Larkfleet's 'promises' regarding facilities on their development and would like to engage with. It was requested that this is postponed for a little while until some Council matters are resolved with them. He stressed the importance of our NP including some kind of commitment from developers to providing community facilities in any future development.
- Housing - Ann and Nick Taylor have met twice. Nick delivered their questionnaires about housing in Oakham to all estate agents, speaking to them personally. These are to be collected on Monday, 15th August. Next step is to contact Spire Homes to research Oakham's housing provision. Nick and Ann to meet on Monday, 15th August to prepare approach to Spire Homes.

- Transport - Paul, still sole member of this WG, has worked more on SG matters - Google Drive, draft NP logo, NP website and analytics and allowing access for members of WGs to access WG documents on Google Drive. Please send all relevant names and email address to Paul so that he can activate this. Now, for WGs on Google Drive, Paul has posted the NP power point presentation slides containing basic info.
- Sport and Leisure - WG will meet on Tuesday, 9th August.

Actions:

1. SG/WGs to start providing own photos for use on website and Google Drive.
2. Members to email Liz with streets for delivery of letter.
3. Members to send Paul email details of WG members for accessing Google Drive.
4. Christopher to ask Paul Dadford to produce an A3 map with clear borders and sites.
5. Ann to notify RCC's Roger, Sharon and Colin of next SG meeting on 22nd August.
6. Liz/Michael Haley to prepare press release about NP letter to be in local papers on 15th September. Residents who might not have received letters/info can see it in paper or access it on NP website.
7. Jasmine/ Paul - websites of Oakham Town Council and NP to be linked along with OTC Facebook
8. Jasmine - Events Schedule to be finalised - provisional dates to be on letter and Jasmine to organise - possibility of two concurrent events, one at Co-Op, one at Tesco.(Contact Bernice at Tesco.)
9. Christopher to come back with final banner costs etc when logo decided.
10. All members to please ask WG network to come and help stuff envelopes (yes, looks like this will need to be done to save costs) as well as deliver letters.
11. Maureen to provide Training Event Schedule and contact first speakers for SG
12. All - Paul has produced slide pack for use with organisations or groups as required. Please access off Google Drive.

Date and time of next meetings:

Thursday, 18th August, Meeting with David Taylor of Stamford's NP 16.00, Oakham Town Council.

Monday, 22nd August, Meeting of Neighbourhood Plan Steering Group, 16.00, Oakham Town Council.

The meeting ended at 17.30.

