

## **Notes of Neighbourhood Plan Steering Group Meeting, 5.00 p.m., Thursday, 2nd March, 2017.**

**Present:** Liz Sanders, Michael Haley, Richard Haynes, David Salkeld, Maureen Burns-Jones, John Nowell, Michael Hinman, Paul Dowse, Christopher Clark, Ann Lewis

**1. Apologies:** Jasmine Hopkins

**2. Minutes of last meeting** - agreed unanimously and signed by Liz

**3. Declaration of pecuniary interests** - none

**4. Matters arising and actions:**

- SG's invitation to meet with Tony Mathias postponed until we have survey results.
- Ownership of survey results? How and with whom should info be shared? Raw data may be used in a number of specific ways. Michael Haley suggested final analysis should go on NP website to be shared with everyone. John Preston is expected to present results to us and we, in turn, could give presentations to RCC and others.
- Summary of Business Forum meeting and feedback now on Google Drive.
- Paul's analysis of website visitors indicated approx. 800 hits between August and December 2016.

**5. Survey Update and Future Planning:** (refer to accompanying paper)

- Final work carried out on Survey was considerable - an independent planner suggested further amendments and Liz, Michael and Maureen spent much time finalising it. Thanks go to them.
- Drop-boxes to be uniform in decoration - bound in white paper with printed cover sheet visible on front. Boxes to be in designated location by Thursday, March 23rd in readiness for returned Surveys. Let Maureen know when they are in place.
- Surveys to be put in envelopes between 20th and 23rd March in Victoria Hall. Groups will do this at different times to avoid congestion. Envelopes then put in boxes for street allocation.
- March 24th - Surveys picked up for delivery - street allocation checked by Richard.
- All to deliver to any business premises, too.
- 'Owners' of drop-boxes to return completed Surveys to VH between 3.00 and 4.00pm on Monday, April 3rd for percentage-return calculation.
- Further press release(s) required as reminder to fill in the Survey and where to get more.
- Christopher suggested a 'Big Survey' banner (simple, paper-laminated style) could stand alongside drop-boxes if permitted by the location.
- Responses to our Survey from RCC's Dave Brown and Colin Dunigan were discussed and suggested amendments were noted but considered unnecessary as our questions and comment boxes allow for opinions to be expressed. Although advertising has to be finalised, it is too late to amend the Survey. Final draft 6 now ready.

**6. Events:** (refer to accompanying paper)

- Aldi event on Saturday, 4th March is essentially for info-sharing and promoting the Survey, relevant dates etc. Post-it notes not necessary but we can heed what is said. Ditto for Tesco event on 11th March.
- All reminded to bring name badges.

**7. On-line presence:** (refer to accompanying paper)

- Paul reported that Twitter is successfully up and running - suggestion that Jasmine could also set up and manage Facebook. Agreed unanimously.
- OTC website is now live and Michael Haley approved Paul's suggestion of a link to the NP website.

**8. Developer Training:**

- Training session on 'Planning' by Roger Ransom will take place on March 16th at 5.00 in the VH
- Following a meeting of Liz, Michael and Ann with RCC's Roger Ransom and Colin Dunigan on Tuesday, 28th February to discuss engagement with developers/training, Roger suggested that the SG training session on Thursday, April 20th at 5.00pm in VH should be with a representative of the House Builders' Federation. (General info and insights into how developers approach a site etc.) This avoids engagement with a specific developer at this stage and maintains transparency.
- Agreed generally that at policy-writing stage we could meet with developers as appropriate to our findings.

**9. Town Centre Stakeholder Meeting feedback:**

- SG invited to attend a presentation from a consultancy (AECOM) of 'Public Realm Improvements' - three options of Town Centre improvements - at RCC. Whilst we could give general thoughts on what we saw and heard, as a SG, we were not in a position to make official recommendations or agreements. RCC were informed that we can respond formally only when we have feedback from our survey.

**10. RCC Questions:**

- Three of our unanswered questions to RCC were sent once more for response. Answers to 2 needed follow up again. It was agreed to pursue the questions relating to the rail crossing assessment and new resident requirements Survey after a discussion on what specifically was needed.

**AOB:**

- OTC has been asked to fill in a questionnaire by Colin Dunigan about the NP - rating success of RCC and SG engagement. A response to the first and applicable section was agreed in the Group. OTC will return as requested.
- John Preston from Rural Community Council left two helpful documents containing a range of data, one on Barleythopre and one on Oakham - to be passed round for our perusal. (If to go on website, copyright permission required).
- **Next meeting of SG Thursday, 6th April at 5.00pm in VH**

## **Meetings and Actions over next few weeks**

**11th March - Tesco Event - 8.30-3.45 (see event planner for details) - bring name badges**

**Press releases to be prepared about Survey**

**16th March - SG Training - Roger Ransom 'Planning' presentation - VH 5.00pm**

**20th -23rd March - all to fill envelopes in VH - slots tbc**

**23rd March - Drop boxes - all to ensure in place and confirm with MB-J**

**24th March - all to pick up questionnaire allocations from VH for delivery**

**24th March - 1st April - all to have completed delivery of questionnaires**

**3rd April - 3.00-4.00pm - all to empty drop-boxes and return questionnaires to VH**

**1st April - 14th - all to urge return of surveys etc**

**20th April - SG Training - House Builders' Federation/Developers - VH 5.00pm**