

## **Notes from Steering Group Meeting, 1 . June, 2017, 16.30 at Oakham Town Council**

**Present:** Liz Sanders, Michael Haley, Richard Haynes, Maureen Burns-Jones, John Nowell, Christopher Clark, David Salkeld and Michael Hinman.

**1. Apologies:** Ann Lewis, Paul Dowse, Jasmine Hopkins.

**2. Minutes of the last meeting:** These were not available.

**3. Declarations of interest:** None.

### **4. Matters arising and actions:**

1. Michael Haley would see Paul Dowse about having Facebook and Twitter on Oakham Town Council sites. **Action: Michael Haley.**

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2. The meeting with Colin Wilkinson of Planit-X went ahead on May 26 . as per circulated paper.

3. The previous action to seek approval for engagement with Barleythorpe Parish Council is on the June OTC Agenda.

4. A message had just been received from Jasmine Hopkins with her notification of resigning from the position of Secretary due to ill health. LS agreed to follow up about getting the minutes of the last meeting forwarded to OTC.

### **5. Survey V.3 Report**

This had been circulated beforehand. It was agreed that Ann Lewis should proof-read the document and that “Oakham Town Council” should be mentioned in the first paragraph. Paul Dowse should put the final version on the website ready to go live at the same time as OTC and stakeholders are sent the report. Liz Sanders and other group members would liaise with Richard Haynes about stakeholders' e-mail addresses to expedite the above. Maureen Burns-Jones would write a press release in readiness for when the survey results went on line. **Action: Ann Lewis, Paul Dowse, Richard Haynes, Maureen Burns-Jones, All.**

### **6. Consultancy Terms of Reference – Meeting and Proposed Terms of Reference Papers**

1. Meeting notes as per pre-circulated paper. It was agreed that Colin Wilkinson had given a very competent presentation. Any consultant chosen needed to identify issues and objectives, and to base proposals on the evidence. After consultation with stakeholders, a consultation statement would be issued (as quoted by rcc) before the plan was finalised ready for the Independent Examiner.

2. Terms of reference for engagement of a consultant. M. Haley said that the phrase “Oakham Town Council” ought to be included in the statement of purpose. Draft objectives should be produced by the Steering Group with the consultant. L. Sanders had a list of three people who might be approached to become the consultant, including one given by rcc, one on spec enquiry and the previous consultant invited for the Survey. It was agreed to select additional consultants from the recommended list as per the one sent from rcc for the East Midlands and with reference to RTPI membership. It was agreed that there should be a shortlist from those Expressions of Interest, perhaps with John Preston present to advise. It was suggested that P. Dowse could help to manage the process. Timescale: a consultant should be agreed upon in late June who would be appointed in July and have a draft plan by the year end. Christopher Clark agreed to research to whom the terms should go out. P. Dowse should send M. Haley a redraft of the terms of reference.

Further discussion took place around how the SG would work with the Consultant going forward and the structure of the Group in light of vacancies for the Chair and Secretary positions. Another OTC rep was to be approached for consideration to join the SG at the next OTC meeting. **Action: Paul Dowse, Christopher Clark.**

## **7. Vision Statement**

Five possibilities had been submitted, of which four were short and the other longer. It was agreed that Ann Lewis should finalise the wording based on a one sentence header and the larger paragraph setting the context. L. Sanders will relate feedback from the SG on suggestions. **Action: Ann Lewis.**

**8. Rutland County Council Questions:** there were none.

## **9. Any Other Business**

1. It was agreed that the Larkfleet developer would be contacted in due course about his offer to engage with the Steering Group; concern was expressed that, although a local centre and a community care retirement complex were apparently in hand, Larkfleet wanted to build on open space beside Main Street, Barleythorpe and north of the bypass.

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2. House Builders' Federation's Sue Green would speak at the 20 . July training session.

3. C. Clark raised the cost of an Historic England day workshop at Rothwell entitled, “Making the Most of your Local Heritage.”

4. M. Burns-Jones gave her apologies for the next 3 meetings.

5. Members expressed their great appreciation to L. Sanders because she was stepping down from chairing the Steering Group, which she had done with distinction.

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**Date and place of next meeting:** 17.00, 6 . July at Oakham Town Council chamber.