

Notes of Neighbourhood Plan Steering Group Meeting, 5.00 p.m., Thursday, 10th. November, 2016.

Present: Liz Sanders, Michael Haley, Maureen Burns-Jones, Christopher Clark, David Salkeld, Oliver Bird. Michael Hinman.

1. Apologies: Paul Dowse, Ann Lewis, Frank Payne.

Absent: John Nowell.

2. Notes of the Last Meeting were proposed as a correct record by Michael Haley, seconded by Maureen Burns-Jones and approved unanimously.

3. Matters Arising and Actions

(a) It was agreed that the notes would be published on the website as from the next meeting.

Action:

- ☐ LS/PD to publish meeting notes on website when signed off after each meeting

(b) It was agreed that the Steering Group would in future meet monthly for general business and training meetings would follow the separate schedule as agreed previously.

(c) It was agreed that Roger Ransom (RCC) should present a training session in March, 2017 on Planning Policy.

(d) LS had given a presentation to 9 students from Harington School sixth form and Head Teacher, as a result of which students would take on project based on an aspect of their choice from the NP. Burley Road Church of England Primary School were happy for members of the Steering Group to engage with parents over half an hour while they were collecting their children and on more than one occasion.

Are we managing to contact as many relevant local groups and give NP overviews for information in order to satisfy the examiner that we have maximised engagement? It was argued that we have communicated thoroughly so far and are also targeting the business community at present but have no strategy in place.

Actions:

- ☐ LS to circulate potential dates for members to help support at CofE school if they wish.
- ☐ Comms and Engagement WG to provide an update on what further work (or not) is required on engagement
- ☐ WG's are encouraged to revisit the contact list on GD and continue to engage with groups

(e) Members were encouraged to give feedback to Paul on his 'thoughts' paper about transport following feedback on the subject gathered so far. On Google Drive.

(f) It was thought that it would be useful, at future public events, for members to have A4 copies of the large map which showed the Plan area split into potential development segments.

Action:

- ☐ MH/OTC to print off 10 colour A4 copies of segmented plan from image on GD (Maps folder)

4. Tesco Event Summary and Feedback

Feedback raw data has been collated into a summary following the look and categories used previously. Members were encouraged to share feedback data with their WGs. This will be posted on GD and the website. A rota for the Farmer's Market was introduced and people's availability agreed allowing for self-management of breaks.

5. Communication between Rutland County Council and Oakham Town Council over the Neighbourhood Plan.

OTC reported that nothing further had transpired following the correspondence, copies of which had been circulated to Steering Group members. It was noted that an email from Colin Dunigan had been received following up on the SG request for a Planning Training Session.

6. Farmers' Market Event

It was agreed unanimously that the Group would hold one stand at the Farmers' Market in Gaol Street on 19th November. There should be four people on the stall at a time. We would use David's gazebo again and other material would be fetched from the Victoria Hall on the morning or provided by members. Other resources and tasks were allocated which will be finalised by AL on her return.

Actions:

- ☐ LS to handover tasks and allocations agreed to AL for finalising before the event
- ☐ MH/OTC – Print off updated posters for DS to circulate

7. Maximising Service Level Agreement

The paper was discussed and agreed in full. In addition, questions to RCC will be a standing item on the SG Agenda. The SG process for validating questions from WG and SG members was agreed and the Secretary will forward these to RCC in future.

Action:

- ☐ AL to include RCC questions as a standing Agenda item

8. Change to Wording of Neighbourhood Plan Terms of Reference

Liz proposed and David seconded that these should stay as they were, which was carried unanimously.

9. Any Other Business

(a) Recruiting new members to the Steering Group

Need to identify where there are skill gaps which could do with being filled on the Steering Group for the work entailed going forward. One suggestion could be a dedicated secretary/administrative person to cover meetings and website/social media tasks.

Action:

- ☐ LS/MH – to discuss skills gaps further

(b) Sports and Leisure Working Group Report

David and members of his group had visited Catmose Sports Centre, the Rugby Club and the Tennis Club and learnt about facilities' limitations and under-use of the Sports Centre swimming pool.

(c) 17th. November Presentations by Potential Consultant Partners

Members to ensure all WG members are invited to the above session and fully briefed if attending. Any additional questions to be sent to Maureen beforehand. After that meeting, Michael Haley would present a report on it to Oakham Town Council for its 14th December meeting which would confirm our choice of consultants.

Action:

- ☐ MB-J providing an enlarged "requirements" grid to help members take notes during the presentations

10. Dates of Future Meetings

8th, December, 2016 and 5th. January, 2nd. February and 2nd. March, 2017. All at 5.00pm. Paul has suggested that we meet for a drink after the Dec meeting.