

NOTES OF THE MEETING OF THE OAKHAM AND BARLEYTHORPE
NEIGHBOURHOOD PLAN STEERING GROUP
held on 28 February, 2019 at the Victoria Hall at 5.00 p.m.

Present: Christopher Clark (CC) (chair), Paul Dowse (PD), Paul Buxton (PB), Nick Taylor (NT), John Nowell (JN), Janet Hughes (JH) and Michael Hinman (MH) (minutes).

Apologies: Adam Lowe (AL), David Salkeld (DS) and Chris Marsland (CM).

Minutes of the Meetings of 7 January and 11 February

These were approved and signed. Having been approved at the 11 February meeting, the minutes for the 7 February meeting with Oakham Town Councillors were signed.

Liaison with Rutland County Council

A meeting would be held with Roger Ranson of RCC on 7 March, preferably in the afternoon, for those members of the Steering Group who could attend. CC understood that RCC was reasonably happy with what the Steering Group was doing, but he would try to get an idea beforehand of what concerned the county council officers and councillors. The Group would draw up the agenda.

Review of the Draft Plan

The latest version included the names of both the present members of the Steering Group and past members who had attended more than one meeting. Open Plan had added footnotes and a glossary and had improved the maps.

PB would see AL about ensuring that OTC councillors knew about the Plan's substantial supporting documents (Neighbourhood Profile, Local Green Spaces Assessment, Green Infrastructure Assessment and Important Views and Vistas Assessment).

CC asked that Group members review **all** the supporting documents on the Google Drive, adding that he would circulate the latest version of the plan and invited Steering Group members to write to him with any changes they would like include in the plan that would be submitted for the Regulation 14 Consultation.

CC added that this version of the plan is for the Steering Group members **use only and must not be distributed to anyone else**

CC thought that Quoin Print should be entrusted with printing of 25 copies of the Plan and the subsidiary documents for councillors' perusal. PD thought that they could go on the Plan website but with access restricted by password.

All the supporting documentation would be put on Google in a new 025 folder, but CC would keep a separate copy of the draft plan as it currently stood. Public consultation would focus on the Community Consultation part of the draft Plan. CC would ask Open Plan if some of the many photographs which Group members and others had taken, for instance on the walkabouts, could be incorporated into the text by way of illustration.

Neighbourhood Plan Regulation 14 Consultation Document

This would be addressed following the meeting with Roger Ranson.

Open Plan's Simone Landucci (SL) would contact statutory consultees and the Group deal with informal ones like businesses, landowners and residents.

The Group needed to record all comments and decide if any aspects of the Plan should be changed in the light of them. Open Plan would then produce a consultation statement which would lead to the version of the Plan which would be submitted for further consideration. The start of the consultation-period would be advertised.

Hard copies would be left at the Library, the Victoria Hall and the Museum; CC would see SL about the copying, for which a budget was required. Residents would be informed via the local media. Drop-in events would be held at the Library and the King Centre. The Group would draft with Open Plan an information leaflet.

JH said that her daughter could design a poster, copies of which would be placed in shops and public places. Group members would have to input paper responses to a Survey Monkey.

CC would seek to define with SL what sort of non-statutory consultees the Group had to e-mail for the survey and then circulate Group members with a list of those, for which they should try to ascertain e-mail addresses which in some cases could be taken from the list at 004 on Google.

(note received from John Bayes:-

When Regulation 14 starts, we will need to contact all of the Stationary Consultees about the Neighbourhood Plan and supporting documentation, Rutland County Council have some responsibility in listing some of the Contacts.

Simone is in current contact with RCC about some of the statutory consultees' contact details provided by the County Council, e.g. Highways, Water Organisation, Natural England and Environmental Agency.

The Steering Group will need to produce a list of contact details of;

1) Voluntary groups, community organisations, sport and leisure groups, schools, bodies which represent the interests of different religious groups, bodies which represent the interests of persons carrying on business in the neighbourhood area, bodies which represent the interests of disabled persons in the neighbourhood area.

2) Local Green Space landowners

3) Other landowners or developers involved in earlier phases of the plan preparation

Concerning non-statutory consultees - this is the local community, you need to spread the word by online, leaflet, email etc, you don't need their contact details, you just need to use community engagement strategies to tell the whole community about the consultation.)

Open Plan had produced a template spreadsheet which could be used to log comments

made during the consultation.

The group needed to meet during the week beginning 11 March to consider what R. Ranson had said plus any RCC councillors' comments. Regulation 14 Consultation should run from the week beginning 18 March until the week commencing 29 April. Regulation 16 should run from the week beginning 13 May to that commencing on 17 June.

What needs to be done

As the Group had to advertise the start of that consultation period, posters should be ready by 18 March. The group had to upload the supplementary documents, print hard copies of the Plan, organise the drop-in events, advertise them, produce the leaflet, e-mail non-statutory consultees, and inform green-space and other landowners (mindful that any details which the group had already collected might not be appropriate because they predated introduction of General Data Protection Regulations).

Group membership

It was agreed that CC should invite councillor Zoe Neal to join the Group in a personal capacity.

Date of the next meeting

CC closed the meeting at 6:45 and said that he would set up a 'doodle' for the next one during week commencing 11 March.