

**Present:** Liz Sanders, Michael Haley, Michael Hinman, Paul Dowse, John Nowell, Oliver Bird, Jasmine Hopkins, Maureen Burns-Jones, Ann Lewis

**Apologies:** David Salkeld, Christopher Clark, Frank Payne

## **Matters Arising:**

**Training Session Feedback** - Nick Green, Architect, spoke about Planning and Architecture on Oct 20th. Very positive feedback on Nick's inspirational talk about how people power can affect and change the environment through the shared vision of planners, developers and people.

### **Action:-**

1. MB-J/MH Thank you note to be sent

### **Next Training Session**

Maureen's next SG training session on November 17th will take the form of presentations from two groups of consultants (from the original 3 who were contacted and expressed an interest) who will inform us of their expertise and experience of producing surveys. Maureen circulated copies of her outline brief for consultancy support in survey techniques. Following the presentations, the SG will inform OTC of their preference so that OTC can invite consultants to tender. The SG voted unanimously in support of Maureen's proposals.

## **Tesco Event Debrief and Feedback:**

General agreement that the event on Saturday, 22nd October was successful with the purpose of the event, to engage with and inform the public about the NP, being achieved. Good interaction between SG/WG members and the public and between members of the public themselves. It was felt that well over 300 people went away better informed. OB noted that it will start a pyramid effect as people pass on that knowledge to family and friends. Another example of this is the presentation to the WI this week which was very well received

### **Specific reflections:**

- numbers of people meant that 3 gazebos could have been used effectively
- received communication from RCC's Colin Dunigan saying how impressed he was with the whole event and asking for findings from it
- bucket system of choosing possible development sites did not work very well as buckets obscured by number of people looking over maps on tables
- post maps on stands or against walls next time. Have hand held copies of maps too
- Post-its were successful.
- emails have been received and put on Your Views page of the website as PDFs (contact details omitted) - some had solutions to the problems the NP area faces
- press release about event submitted on Tuesday, 25th Oct, entitled, 'Neighbourhood Plan Gaining Momentum'. To go on website and Google Drive also.
- 5 hours too long to stand and talk. Up to individuals to manage their time via the rota
- Tesco were very complimentary about the day and stated customers were 'Happy' at us being there

Paul provided a paper of his feedback and thoughts on Transport issues arising. Feedback below, Transport Issues and Ideas being worked up :

### **Engagement experience**

- High level of engagement from residents and interest from non-residents
- We didn't have to entice people to look at the zone map - residents sought us out

## Notes of NP SG Meeting, Wednesday, 26th October 16.00

- Often we had multiple residents which generated group discussions and debate
- People spoke with passion and frustration about the issues they see
- It was possible to challenge people to identify solutions to the issues they raised
- The mail shot had stimulated engagement - however, the message was misunderstood

Overall a positive experience for us and I think for the residents we spoke with.

### Main messages from residents

- The railway line and reduced crossing is cutting Oakham in two this will have increased social and economic impact
- Housing in H, G or F Zones will worsen issues at the railway crossings
- If housing is built in zones H,G or F, Oakham will need a SW trunk road and tunnel/bridge from A6003/Uppingham road
- Multiple requests for infrastructure and services to stay in pace with housing growth.
- Many people cite the need for new doctors' practice
- One person suggested moving the police, ambulance and fire station onto a site on the bypass and use freed up land for housing/business
- Lots of requests to reduce charity shops
- Negative views of the new Oakham North estates. Small roads and high density housing. Not even got a post box!

### Lessons learned

- Zone maps worked well as a talking point
- I think we need to start to document the key issues and possible solutions for the next consultation
- Pop up tent is a must if we are in the open
- Pop up banners acted as good signposts
- We need a display with the high level timeline
- Need a display with shots of the web site to show what's available
- Could have used a second zone map at the tent
- We need to keep count of the number of people we engage with. Tesco felt like 400-ish
- It's still seems strange that people have misunderstood our mail shot. Perhaps we need to be clearer. Need to keep this issue in mind when we do the questionnaire
- Need to timetable breaks as talking for 5 hrs is tiring

### Actions:-

1. MH/OTC - thank you letter to Andy Mears, Manager at Tesco
2. OB - collate post it note feedback from CC and prompt sheet feedback from LS into pie charts similar to previous event
3. LS - load Press release onto website
4. LS- Create an Event Summary and post on GD for reference as for Event 1 evidence
5. JH - forward Event photo's to LS/PD for website

### Next Event

Farmers' Market Event on 19th November. Michael pointed out that OTC's gazebo has to be erected by the Co-op Funeral Directors on Gaol Street (arranged with Oakham Town Partnership) Another location in the Market Place by the pump at the Saturday market is proposed The event was advised as being from 8.30 til 12.30pm (as the FM only runs til 1.00?) but setting up of gazebo on Gaol Street needs to be done by 7.30am at the latest. 4 SG/WG members to be in attendance at each site on a rota. Hand-held maps would be useful and a limit on timings of stints - suggested that no one does more than two hours. etc. Promotion posters require change of date and venue only.

### Actions:-

1. JH-- to chase use of the Pump stand in main market with Geoff for Saturday 19th Nov.
2. AL- draw up Event Planner with rota and necessary resources to be provided for action at the next meeting
3. MH/OTC - prepare new set of posters with FM date and times

## **AOB:**

### **Business WG Update**

OB and JN asked the SG for permission to hold a business meeting and for the Town Centre WG to distribute a short questionnaire to all town centre businesses. Concerns were expressed that this questionnaire might replicate the planned March NP questionnaire. The 12 questions were read out and it was felt that, if not leading, they were relevant to the evidence base being gathered for the Town Centre. LS suggested that all Oakham businesses should be approached and not just town centre ones. There was unanimous support for Oliver and John to go ahead with this.

#### **Action:-**

1. PD/OB/JH - to prepare questionnaire and distribute via the Oakham Town Partnership
2. PD/OB/JH - to prepare a proposal for a future business meeting to focus on the info gathered rather than be side-tracked into the inevitable complaints about parking.

### **Proposal for Future Meeting Formats**

Michael Hayley handed round four documents - the \*NP SG Terms of Reference, The NP Planning Process, RCC's Quick Guide to Neighbourhood Planning and his own proposals about a more formal approach to our meetings, agendas and minute-taking. He suggested that, as a WG of the Town Council, the NP SG should abide by TC regulations, especially in matters concerning pecuniary interests, voting, sending out agendas and minuting meetings which should then be placed in the public domain on the NP website. It was pointed out that this was not as originally set out in the Terms of Reference. It was accepted that until now, no decisions on the content of the plan or use of third party resource had been made and all financial requests had been put through the proper channels to OTC for ratification. We were however moving into the part of the process where decisions affecting the Plan will start to be made.

\* all documents available online

### **RCC Council Leader Approach**

Following our successful Event, some RCC Councillors had expressed a wish to discuss current areas which may affect the NP with the SG Chairman and OTC. It was stated that the current process is that all questions which the SG has for RCC regarding information which affects the NP should be asked of RCC as agreed within the existing SLA. Correct channels should be used and Michael will refer this matter to the TC where a response can be agreed. The SG voted unanimously in favour of this. Liz stressed the need for positive ongoing dialogue with RCC and for us to continue to communicate questions needing answers from RCC Planners.

#### **Action:**

OTC - response to RCC

### **Website**

Paul informed us that 28 people had visited the website after Saturday's event. And that any feedback via the NP email address had been posted. Updating continues and Paul and Liz are happy to receive items for the website. The SG voted unanimously that LS and PD should continue to update the Website.

**Action:**

All: Send WG topic area updates/news/evidence for website to PD/LS

**The next full SG meeting** will be on **Thursday, 10th November at 17.00** and will include finalising of details for the Farmers' Market Event on November 19th.

**Action:**

All - Please let Ann have any items for the agenda (and accompanying documentation if you have any) by Thursday, November 3rd.

The meeting ended at 17.30.