

Notes of Neighbourhood Plan Steering Group Meeting, Monday, 25th July, 16.00, OTC

Present: Liz Sanders, Michael Haley, Christopher Clark, Frank Payne, Oliver Bird, Michael Hinman, Paul Dowse, Ann Lewis

Apologies: David Salkeld, Maureen Burns-Jones, Jasmine Hopkins

Absent: John Nowell

Matters Arising:

Michael Haley and Liz met with David Taylor of Stamford Neighbourhood Plan Steering Group, which is at a different stage to ours. Their group is composed of mainly professionals (architects, town planners, councillors etc). Much of their material is on social media and there is less provision for consultation and engagement. Consultation and engagement are important to us and Liz came away from the meeting reassured that our approach is right for us. David Taylor was invited to come to our next meeting to talk about Stamford's NP.

MHy showed maps created so far by RCC. More work to be done.

An invitation to come to our meetings has been sent to RCC's Roger Ransom, and two proactive members of RCC Planning Department, Sharon Baker and Colin Dunigan, to ask if one of them could attend SG meetings on a regular basis to give support and assistance.

Funding - Michael Haley pointed out that we now need to apply for a grant (£9,000) for which a business case must be put forward. (£5,000 received from OTC already). Jasmine and Michael to make application.

Correspondence has been received from two agents for developers, Savill's on behalf of the Society of Merchant Venturers (SMV) and Marron's. Holding emails have been sent to them as we are not yet in a position to discuss development sites. (Info now on Google Drive)

Communications and Engagement:

Education and training - Maureen sent us a document, 'Creating a Questionnaire', and asks for responses. She is also preparing a paper for us to consider on her return. Aside from this, we have future meetings with RCC planners, an architect, David Taylor and also a visit from an NP Champion is to be sought.

Michael Haley spoke about the survey/questionnaire and timings. By the end of the first week in September he proposed that a letter informing people of the NP and its purpose is to be sent out 'from your Council'. There will be three documents in total: the informative A4 letter, a map showing 'Call for Sites' and our reworded/revamped leaflet showing our NP logo. In a bid to avoid people simply binning the material, Michael pointed out that the map should be eye-catching, colourful and clear in indicating sites for development. The letter will also alert people to the survey/questionnaire which will be distributed in March, 2017. Frank suggested that the letter should contain dates of major events between September and March, as well as a plea for support - what can

you do to help? The letter will be distributed to between 7,000 and 8,000 households and businesses.

Oliver and Paul offered to work on a suitable logo as schools, which we hoped might create one, are now on holiday.

Liz suggested a press release in August to warn people of the arrival of the September letter.

Distribution of the letter was discussed. Michael Haley pointed out that Stamford's postage cost for such a letter was £7,000 - avoidable if we deliver. Oliver offered to get electoral rolls from RCC for lists of roads to help us if we undertake delivery ourselves. Bright ideas about delivery from SG and WG members welcome.

Events:

Two categories: private events, ad hoc one-to-one meetings WGs might have with church groups, estate agents etc during their research phase and to gather insight for survey questions, and public events which involve preparation and planning for SG engagement with gatherings of members of the public.

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Christopher presented an excellent draft Meeting Room Booking Form, covering every eventuality and forming an official record of our events. To go on Google Drive once tweaked. He also commented later that the refurbished castle could be a venue for future public meetings

Working Groups Feedback:

Transport - Paul, working on his own, has produced Terms of Reference and Aims and Objectives docs which will go on Google Drive. Paul noted, as we all did, how we cannot work in isolation as all our areas are interconnected.

Open Spaces and Heritage - Christopher and Michael Hinman concluded that open spaces are few and inadequate - area of concern - overlap with sport and leisure - need to contact council about sites and make sure no duplication of effort with Sports and Leisure group.

Town Centre - Oliver aware of the need to get ahead of the RCC development plan to find out what people really want for the town centre - working on 20/30 questions for survey/questionnaire.

Community Facilities - Frank and his group devised a CF Information and Guidelines document and meeting notes which he circulated. They see the need for liaison with other WGs and requests for demographic info from RCC - research to be done. Frank suggested groups could have topic areas for discussion and that info could be given out through newsletters/magazines which some community groups already have

Housing - Ann and Nick Taylor met twice. Agreed Terms of Reference and drew up Aims and Objectives - to be expanded on as we progress. Need to liaise closely with other

WGs - business, in particular, over possible development of sites. Devising questionnaire for estate agents to look at housing needs and current demand.

Sport and Leisure - David to report later. Liz has received a draft of their aims and objectives and initial thinking and given feedback.

Business - John to report back next time

ACTIONS:

MHy - Follow up Invitation to our future meetings with Roger Ransom, Sharon Baker and Colin Dunigan

MHy/JH - to apply for grant funding

MHy to follow up latest map request with RCC and see if any closer to spec required

All Wgs - to post their documents and relevant info on Google Drive

PD/OB - logo creation ideas for leaflet and letter in September..and Banner (for CC/DS)

JH - to put link to OTC page on our website. PD offer of assistance.

LS- draft suitable wording for SG/WGs to send to known organisations to ask for support in delivery of letters

OB - to provide electoral roll info on streets to cover for letter delivery

LS- produce draft generic slide pack for WG use in their conversations with other groups.

LS - send initial thoughts on speakers to MB-J for training sessions

JH- to meet with MHy and LS to produce proposal for potential key event dates and venues.

All Wgs - please use WG reporting forms on Google drive now initial Terms of Reference set up. These ToR are working documents and can be amended as we go along and stored on respective WG folders on Google Drive.

AOB:

Now in a position to populate our website more - suggestions/ideas

Paul to set up a free Google Analytics account which monitors numbers of users, times of day etc.

OTC Facebook page is to have a link added to the NP website and vice versa

Date and time of next meeting:

Monday, 8th August at 16.00 (with David Taylor in attendance from 5.00 for 30 mins)

The meeting ended at 17.50.