

# **Oakham and Barleythorpe Neighbourhood Plan 2018-2036**

## **Consultation Statement Part 1: Consultation Summary**

**August 2019**

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# 1.Introduction

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## What is the Consultation Statement?

- 1.1 The Oakham and Barleythorpe Neighbourhood Plan (the Plan) has been produced by the Oakham Town Council, led by a Steering Group of residents and Oakham Town Councillors. The Plan has been produced using the views and opinions expressed by stakeholders in the area including local residents, local business owners and local landowners. The aim of the Plan is to plan positively for the future development of the area to create a sustainable Oakham and Barleythorpe for people to live, work and visit.
- 1.2 This document sets out the chronological sequence of events/activities that have led to the production of the Oakham and Barleythorpe Neighbourhood Plan in terms of consultation with local residents and other leading stakeholders and statutory consultees. This consultation has, in particular, led to the production of the Policies contained within the Plan, aimed at controlling and promoting the sustainable development and growth of the area. This summary sets out the consultation for both the land-use and non-land-use policies and projects contained in the Plan.

## Aims of Consultation

- 1.3 The consultation was designed to collect the views, ideas and aspirations of the community and collate them into a Plan. The Steering Group wanted to ensure that the community remained engaged with and supported the process.
- 1.4 The aims of the consultation process were to:
  - **Front load:** The Steering Group decided early in the process to carry out as much consultation as possible with local residents before the contents of the plan were discussed and decided. This would ensure that the contents of the Plan were based on consultation undertaken with the local community.
  - **Reach all aspects of community:** Another key aim of the consultation process was to ensure that all different sections of the community, residents, businesses and land-owners, were provided with the opportunity to participate

in the Plan process. Every effort was made to ensure that the process was accessible to all residents irrespective of age, gender, ability etc.

- **Ensure transparency:** The Steering Group were keen to ensure that the Neighbourhood Plan process was open and transparent. This involved not only making all documents and consultation results publicly available but also ensuring that local residents were kept up to date with progress of the plan and also how they could engage with and participate at different stages of the process. The Steering Group met frequently and was open to all residents throughout this process.

## General Overview

- 1.5 The Neighbourhood Planning Steering Group wanted to ensure that all sectors of the community were given the opportunity to have their say on the contents and policies within the plan. They took advice and assistance from specialists to ensure that consultation was accessible, engaging and fulfilled the regulatory requirements. The methods used are listed below:
  - Public meetings and consultation exercises
  - Questionnaires delivered to and collected from individual households
  - Attendance at community events/activities
  - Newsletters
  - Oakham Neighbourhood Plan Website ([www.oakhamnp.org.uk](http://www.oakhamnp.org.uk))
  - Social media
  - Word-of-mouth
  - Local paper press releases and letters
- 1.6 The Oakham Neighbourhood Plan Steering Group drew on the skills of its members for the communication and delivery of consultation events/activities. Training and presentations from experts and other groups who had completed neighbourhood plans was also completed.
- 1.7 Rural Community Council ([www.ruralcc.org.uk](http://www.ruralcc.org.uk)) assisted steering group in the production of the Big Survey questionnaire and produced a report of the results from Survey Monkey. The 5,500 questionnaires were hand delivered by the Steering Group

## 2. Neighbourhood Area Designation

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### Overview

- 2.1 The decision to produce a Neighbourhood Plan for Oakham was first discussed by Oakham Town Council on 19th August 2015 at a full Council meeting. With regard to Part 2 of the Neighbourhood Planning Regulations 2012, Oakham Town Council submitted an application for designation of the Neighbourhood Area covering the parishes of Oakham and Barleythorpe for the purpose of creating a Neighbourhood Plan, with Oakham Town Council to act as the body which is qualified to do so. This application was received by Rutland County Council on February 2016 and a statutory six-week consultation period was allowed, running from 16 February to 29 March 2016. Four representations were received in response.
- 2.2 As outlined in the Regulations, the Local Authority has a duty to publicise the Area Application and the 6-week consultation period in a manner that will bring them to the attention of people who live, work or carry out business in the area. The full Application and information about how to comment was made available on the Council's website and information was placed in the local press.
- 2.3 During the six-week consultation period the Barleythorpe Neighbourhood Forum also submitted an application for just the Barleythorpe Parish area. Under delegated authority Rutland County Council Chief Executive Helen Briggs in consultation with the council's then Cllr Terry King decided the council would approve the Oakham Neighbourhood Area application, which included the parishes of Oakham & Barleythorpe. Therefore, in April 2016 Rutland County Council formally contacted Oakham Town Council to confirm that they might proceed with the preparation of a Neighbourhood Plan for the parishes of Oakham & Barleythorpe. A brief description of the institutional arrangements is set out in 'Figure 1 Regulatory Timetable' below.
- 2.4 The application for the designation of the Neighbourhood Area is available to view in Consultation Statement: Appendix 1.

## 3. Community Consultation Events

### Summary Table of all Community Consultation Events

Event	Date	How it was advertised	Attendance and Results
Newspaper article in Rutland Times.	25 Feb 2016	Newspaper article notifying readers that Oakham Town Council had formed a Steering Group for the Oakham Neighbourhood Plan.	Rutland Times circulation in Feb 2011- 3,378 copies
Press release	9 April 2016	Newspaper article with details of consultation event at Victoria Hall on Sat 9 April 2016.	Rutland Times circulation
Public consultation	9 April 2016	<b>First public consultation</b> meeting held at Victoria Hall.	>300 people
Radio Interview with Chairman of Oakham Neighbourhood Plan	Sat 9 April 2016	Our Chairman on Rutland Radio talking about the open day on 9th April 2016.	~ 285,000 Listeners
Information Pack Distribution	16 Sept 2016	5,500 information packs with three leaflets were hand delivered to every household and business within the Oakham and Barleythorpe area.	5,500 households and businesses
Public consultation	22 Oct 2016	All day event at <b>Tesco supermarket</b>	~300 people
Public consultation	19 Nov 2016	Public event at Farmers' Market, sharing information as at Tesco. Group and Organisation presentations underway.	~200 people
Public consultation	Nov 2016	Information shared with parents at CofE Primary School, Burley Rd.	~10 people
Public consultation	Nov 2016	Presentation to 9 students from Harington School sixth form and Head Teacher.	10 people
Public consultation	Dec 2016	Open air stand at late night Christmas shopping event.	~200 people
Business consultation	31 Jan 2017	Business Forum Event Victoria Hall. Over 400 invites were sent out to local businesses.	~20 people
Public & Business consultation	24 Feb - 29 May 2017	<b>Big Survey</b> Hand delivered 5,500 surveys to every home and business in Oakham & Barleythorpe between Friday 24th and Friday 31st March. Online Survey Monkey also available. 1,592 households and businesses of Oakham and Barleythorpe	5,500 households & businesses

Event	Date	How it was advertised	Attendance and Results
		complete the Big Survey. This equates to a 29% response rate.	
<b>Public consultation</b>	Sat 4 March 2017	<b>Aldi Supermarket</b> Info-sharing and promoting the Big Survey.	~200 people
<b>Public consultation</b>	11 March 2017	<b>Tesco Supermarket</b> information-sharing and promoting the Big Survey.	~300 people
<b>Public consultation</b>	Sat 15 July 2017	<b>Big Survey feedback</b> event at Victoria Hall to provide feedback from survey.	~75 people Big Survey Results report Presentation Slides
<b>Public consultation</b>	1, 15 & 22 Sept 2018	Oakham Library consultation on the Oakham Neighbourhood Plan September 2018.	~15 people



## The public consultation events have been grouped as follows:

1. Initial Consultation;
2. Supermarket Events;
3. Markets and drop-in events;
4. Neighbourhood Profile Walkabouts;
5. Regulation 14 Consultation.

### 1. Initial Consultation

#### Overview

- 3.1 First public consultation meeting was held at Victoria Hall, Oakham, between 10.30 and 13.00, 9th April 2016. This provided an opportunity for residents to meet informally with members of the Steering Group and find out what the Plan is about and how it will shape the future of their neighbourhood.

#### Why the event was organised

- 3.2 The Public Meeting was organised to:
- Present the purpose of Neighbourhood Plans;
  - Describe the process for establishing a Plan;
  - Introduce members of the Oakham Neighbourhood Plan Steering Group;
  - Clarify we are a working group of resident volunteers operating under the auspices of Oakham Town Council.
  - Define the proposed boundary for the designated planning area;
  - Obtain comments from residents on topic areas such as community, housing, town centre, transport, business, sports and leisure, open spaces and heritage;
  - Recruit volunteers to the Steering Group and working parties.

## The Event

- 3.3 The meeting was held at Victoria Hall, Oakham, between 10.30 and 13.00 on the 9th April 2016.
- 3.4 The event was advertised by press releases, emails to contact groups, Oakham Town Partnership, for businesses and posters (Your Voice – Your Choice) placed around town. Radio Interview with Chairman of Oakham Neighbourhood Plan took place on the day of the event.
- 3.5 The room was set out with poster displays outlining the Neighbourhood Plan process, flip charts for topic areas to gather points from residents using post-it notes and a rolling screen presentation on Neighbourhood Planning.
- 3.6 Local Baptist Church and Guide group provided refreshments.
- 3.7 Approximately up to 300 residents attended and there was general support for the preparation of a Neighbourhood Plan. Residents completed 276 post-it notes with comments on community, housing, town centre and many other issues.

## Conclusions

- 3.8 The Oakham Neighbourhood Plan Steering Group and Oakham Town Council were encouraged by the level of support. 40 people indicated a willingness to support working groups and 276 Post-it notes with comments and issues from those who attended were collected and used as input to the plan's topic areas

## 2. Supermarket Events

### Overview

- 3.9 All day event at Tesco supermarket 22nd October 2016 following the distribution of 5,500 information packs with three leaflets delivered to every household and business within the Oakham and Barleythorpe area on the 16th September 2016. and responsibilities within the group. Finally, an engagement strategy was agreed as the next step.

### Why the event was organised.

- 3.10 The event was organised to:
- Engage with and inform the public about the **Big Survey** distributed to all residents and businesses in Oakham and Barleythorpe.
  - An event to discuss the Plan following the distribution of 5,500 information packs with three leaflets delivered to every household and business within the Oakham and Barleythorpe area on the 16<sup>th</sup> September 2016.

### The Event

- 3.11 Stalls were set up at Aldi, 4 March, and Tesco, 11 March 2016, to give residents the opportunity to discuss the contents of the Big Survey and provide any additional information required including signposting the Oakham Neighbourhood Plan web site ([www.oakhamnp.org.uk](http://www.oakhamnp.org.uk))
- 3.12 About 300 people attended the Tesco's event and 200 at Aldi.

### Conclusions

- 3.13 Two successful events which raised awareness of the Big Survey and the options for its online or paper completion. Further general information was also provided to residents on neighbourhood planning and signposting people to the [www.oakhamnp.org.uk](http://www.oakhamnp.org.uk) web site.

### 3. Markets and Drop-In Events

#### Overview (1)

- 3.14 The Farmers' Market all day event in Gaol Street, Oakham, held on 19th. November 2016.

#### Why the event was organised

- 3.15 A gazebo at the monthly Farmers' Market was organised so that Group members might:
- Engage with the public and inform them about the Big Survey.

#### Conclusions

- 3.16 The event was judged to have been successful in educating people about the Neighbourhood Plan because of the interest shown

#### Overview (2)

- 3.17 The Late-Night Shopping Event held, December 2016

#### Why the event was organised

- 3.18 The event was organised in order to engage with who came into the town centre for its annual late-night shopping opening before Christmas.

#### The Event

- 3.19 Shared with Oakham Town Council, an open air stand was erected outside the Victoria Hall at this popular event, promotional material was handed out and contact made with at least 200 people.

## Conclusions

- 3.20 The event was judged to have been successful in educating people about the Neighbourhood Plan because of the interest shown

## Overview (3)

- 3.21 Big Survey Information Day, Victoria Hall, 15th. July, 2017

## Why the event was organised

- 3.22 The event was organised to present the Big Survey's results to the people of Oakham and Barleythorpe.

## The Event

- 3.23 Shared Held in the Victoria Hall foyer, this event had been publicised by means of posters and in the local Press.
- 3.24 People could read a display of sheets of paper that summarised residents' likes, dislikes and suggestions, or, if they preferred, dip into copies of the Report on the Big Survey.
- 3.25 Despite Group members' standing outside the building to advertise the event, an attendance of 75 was perhaps disappointingly few, but then it was the holiday season.

## Conclusions

- 3.26 Overall this was a useful exercise because it showed that members of the public were being taken seriously by being invited to see the results of the survey which they had filled in, hence it was a way of maintaining interest in the project.

## Overview (4)

- 3.27 Drop-In Sessions held on 25th. August and 1st., 15th. and 22nd. September 2018 at Oakham Library

## Why the event was organised

- 3.28 To maintain public interest in the Plan.

## The Event

- 3.29 These “surgeries” were held inside, either close to the Library entrance or in a side room. They had been publicised by means of a letter in the local Press and on the Plan website

## Conclusions

- 3.30 Although it was disappointing that only around six people attended each event, which ran from mid-morning to mid-afternoon, that very fact made for in-depth conversations.

## Overview (5)

- 3.31 Drop-In Sessions held at the Victoria Hall on 18th. May and 1st. June 2019 and at The King Centre, Barleythorpe on 25th. May 2019

## Why the event was organised

- 3.32 These events were held as part of the Regulation 14 public consultation.

## The Event

- 3.33 Posters advertising the events had been placed around oakham and Barleythorpe and hard copy questionnaires left at the Museum, Library and King Centre which were to be returned to the Victoria Hall.
- 3.34 Maps and lists of aspirations from the latest draft of the Plan were pinned to walls and useful discussions held. A maximum of two dozen people attend each event.

## Conclusions

- 3.35 110 people responded, which showed the utility of providing an on-line alternative to hard-copy forms. A bonus was that some of the people who attended the sessions had moved into the area since the Big Survey had been distributed, which indicated that new people could become engaged with the Plan.

## 4. Neighbourhood Profile Walkabouts

### Overview

- 3.36 Using a process developed by Open Plan, combining a character and design assessment and Oakham and Barleythorpe neighbourhood-making principles, the Oakham and Barleythorpe Neighbourhood Character Profile was compiled following a series of neighbourhood walks on various dates in 2018, with all residents invited to attend. The output document has been submitted as an attachment to the Oakham and Barleythorpe Neighbourhood Plan.

### Why the event was organised

- 3.37 Open Plan had developed a process for engaging with the community in the creation of a Neighbourhood Character Profile to capture and record the features of the area that people valued and wished to preserve when development was being considered. The Steering Group believed that such a document would be a useful adjunct to the Neighbourhood Plan and that engaging the community in its creation would not only provide the resource to survey and capture the information but would contribute to the report's legitimacy.
- 3.38 Half-day events were planned to populate a Neighbourhood Profile of six zones within Oakham and Barleythorpe. Details can be found on the Oakham Neighbourhood Plan website (<https://www.oakhamnp.org.uk/walkabout>). The half-day events took place on 7th and 17th July 4th and 25th August, 22nd September, 4th and 20th October 2018 and were attended by a total of 74 residents including Steering Group members, as shown in the table below. The walks were publicised by letters to the Rutland Times, by a message on the Oakham Neighbourhood plan website and by word of mouth. A leaflet was also distributed by Steering Group members.
- 3.39 The purpose of the Neighbourhood Profile was to note:
- The ages of the buildings – modern, post war, Georgian, etc.;
  - The use of the land – commercial, residential, agricultural, etc.;



- the layout – plot sizes, open spaces, etc.;
  - open space and recreation – public open spaces, allotments, etc.;
  - natural features – green spaces, waterways, etc.;
  - shops, services, recreation – commercial premises, services, etc.;
  - landmarks – meeting points, focal points, important views, etc.
- 3.40 In each session, after a welcome from the walking team leader, and an explanation of the process, participants were shown a map of the designated walkabout area. The groups then annotated their maps to identify, for example, landmarks, views, etc.
- 3.41 The groups then surveyed their area in a ‘walkabout’ and recorded their observations on templates provided by Open Plan using the headings
- Topography;
  - Street scene;
  - Open spaces;
  - Buildings;
  - Landmarks;
  - Improvement ideas.
- and separately:
- A description of the view;
  - The significance of the view.
- 3.42 Their observations were supported by photographs and annotated maps.
- 3.43 The groups reconvened at the various starting points to share their findings and were thanked for their participation.
- 3.44 Sufficient detail for most areas was obtained for Open Plan to compile the draft Neighbourhood Character Profile. The resulting document was then edited and approved by the Steering Group.
- 3.45 The events generated a sense of community, and the Steering Group received positive verbal feedback.

## The Events

7th July – 20th October	Public Consultation Walkabouts: Completion of a Neighbourhood Character Profile for six zones of Oakham and Barleythorpe.	74 people overall
17th July	Zone 1 NE Oakham	13 people
22nd September	Zone 2 SE Oakham	6 people
4th August	Zone 3 SW Oakham Lonsdale Way estate	5 people
25th August	Zone 3 SW Oakham Rivers estate	10 people
4th October	Zone 4 Oakham Heights, Barleythorpe	25 people
7th July	Zone 5 Industrial & Oakham School	6 people
20th October	Zone 6 Oakham Town Centre	9 people

## Conclusions

- 3.46 The events were largely successful in achieving direct input from the community to create the Neighbourhood Character Profile.
- 3.47 The Neighbourhood Character Profile provides an important record of the key characteristics of Oakham and Barleythorpe, as seen through the eyes of residents.

## 5. Regulation 14 Consultation Drop-in Events

### Overview

- 3.48 The draft plan was made available to residents and to statutory consultees for the required six-week period. A drop-in event was organised on 18th May at Victoria Hall, 10am to 3pm, 25th May at the King Centre, Main Road, Barleythorpe, 10am to 3pm and 1st June at Oakham Library, 10am to 3pm.
- 3.49 The comments from the consultation period were collated and reviewed by the steering group resulting in several amendments to the plan

### Why the event was organised

- 3.50 The Regulation 14 Consultation is a statutory requirement of the Neighbourhood Plan process and ran from Monday 6th May to Friday 14th June 2019.
- 3.51 The drop-in event was organised to:
- encourage participation in the consultation process;
  - provide an opportunity to ask questions and get clarification on the process and the policies; and
  - provide an alternative channel to collect comments from residents on the Plan.

### The Event

- 3.52 A newsletter providing an update was distributed to each address with:
- ways to view copies of the Plan and the Neighbourhood Character Profile;
  - a summary of the previous consultation step towards the creation of the Plan
  - details of how to submit comments via a QR code, Survey Monkey or by completing a paper questionnaire and returning it to one of four locations in the Oakham and Barleythorpe.

- a summary of the Neighbourhood Character Profile, the Vision, Objectives and Policies contained in the Plan.

## Conclusions

- 3.53 This was a useful event to promote the Consultation Period and the attendance and engagement was encouraging. There was opportunity to talk in-depth about the plan and it provided a useful opportunity for those attending to get their views across and to learn more about the draft plan and all the supplementary documentary.

## 4. Attachments Evidence Pack (In Consultation Statement: Appendix 2)

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Attachment number	Consultation Event Description
1	Initial Consultation Events
2	Supermarket Events
3	Markets and drop-in events
4	Neighbourhood Profile Walkabouts
5	Regulation 14 Consultation

Online Evidence can be found on the Neighbourhood Plan website:  
<https://www.oakhamnp.org.uk>