

Working Group
Neighbourhood Plan Steering Group

Note: Full details of the Steering Group's activities can be found on the Oakham NPSG web site - oakhamnp.org.uk

Strategy	Action	By whom	Resources Req'd	Progress	Review Date	Completion Date
Lead and facilitate the production and maintenance of a Neighbourhood Plan	Steering Group membership details database	M Haley	none	Database populated	8.1.16	9.1.16
	Meeting with Barleythorpe Meeting representatives 11.1.16	A.Dewers M Haley	Council chamber	Meeting held	N/A	11.1.16
	Steering Group meeting 14.1.16	Steering Group	Council chamber	Draft Terms of Reference agreed.	14.1.16	14.1.16
	Meeting with Barleythorpe Meeting representatives 21.1.16	L Sanders F Payne M Haley	Council chamber	Meeting held	N/A	21.1.16
	Steering Group meeting 22.1.16	Steering Group	none	Meeting held Draft Boundary submission agreed	N/A	22.1.16
	Meeting with Egleton Meeting representatives 29.1.16	L Sanders F Payne M Haley	Council chamber	Completed	N/A	29.1.16
	Press and Radio contacts	L Sanders	none	On going		
	Press release	L Sanders	none	Completed	N/A	1.2.16
	Planning meeting 29.1.16	L Sanders M Haley	Council chamber	Completed	N/A	8.2.16
	Steering Group meeting 4.2.16	Steering Group	Council chamber	Communications, Evidence Collation and Photographic WGs formed	N/A	15.2.16
	Steering Group meeting 15.2.16	Steering Group	Council chamber			
	Communications WG meeting 29.2.16	M Haley F Payne M Burns-Jones	Hire of VH Ballroom £100.00 Marketing materials £200.00	Draft press release written. Date for first Public Engagement event agreed for 9 April. Quote to use VH ballroom received.	16.3.16	16.3.16
	Steering Group meeting 29.2.16	Steering Group		Working Group terms of reference. Events WG formed		
	Evidence Working Group meeting 1.3.16	M Hinmam M Haley	Wallet folders	Paper evidence documents to date filed		
Communications WG meeting 2.3.16	M Haley F Payne M Burns-Jones	Council chamber	Draft press release 2 written	2.3.16	2.3.16	

Communications WG meeting 9.3.16	M Haley F Payne M Burns- Jones	Council chamber	Draft press release 3 written	9.3.16	9.3.16
Build web site	Steering Group	To be determined	Under construction	16.3.16	
Photographic Working Group	M Brooks	USB drive(funded by Marketing materials)	Stock photos of Oakham produced and held on file	1.3.16	14.3.16
Communications WG meeting 15.2.16	M Haley F Payne M Burns- Jones	Council chamber	Draft press release 4 written	15.3.16	16.3.16
Steering Group meeting 16.3.16	Steering Group	Council Chamber	Town Centre working group formed. Plans for 9 April event formulated, agreed not to refer to NP boundary until after RCC announcement	22.3.16	
Steering Group meeting 22.3.16	Steering Group	Council chamber	Public engagement event for 9.4.16 arranged		9.4.16
Town centre Working Group meeting 22.3.16	O Bird J Nowell M Haley	none	Arrangements for 9 April event agreed	N/A	22.3.16
Events Working Group to get quotation for leaflet printing, produce forms for public feedback	C Clark	agreed budget	Leaflets and feedback forms printed		31.3.16
Public engagement event 9.4.16	Steering Group	Victoria Hall agreed budget	Event held	15.4.16	
Steering Group meeting 15.4.16	Steering Group	Council chamber	Public engagement event 9.4.16 feedback and analysis	28.4.16	28.4.16
Neighbourhood Plan web site	Steering Group	Set up and 2yr web domain name cost £96.00 Paper to be produced for OTC May Council meeting agenda	Paper submitted as an agenda item for May 2016 Council meeting	11.5.16	
Meeting with RCC Planners	M Haley J Hopkins L Sanders	none	SLA established		
Neighbourhood Plan web site	Steering Group	agreed budget	Web site live and populated	on going	on going
Steering Group meeting 27.6.16	Steering Group	Council chamber	Working sub groups initiated outline plan until 3.17 agreed	7.16	
Meeting with D Taylor, Chair of Stamford Town Council NP Steering Group	M Haley	Travel expenses to Stamford	Establish contact, discuss public engagement methods	7.7.16	7.7.16

Meeting with D Taylor, Chair of Stamford Town Council NP Steering Group	M Haley L Sanders	Travel expenses to Stamford	Discuss resident survey and working groups	18.7.16	on going
Steering Group meeting 25.7.16	Steering Group	Council chamber	Plan September mail drop View drawings produced by RCC Discuss grant application, Discuss SG training programme Prepare August press release	7.16	on going
Neighbourhood Plan marketing material for mail drop to all properties within Oakham and Barleythorpe	M Haley	Art work and Printing costs £1500.00	Letter, plans and leaflet proof prepared for printing.	18.8.16	
Ditto	Assistant Clerk		Order raised for leaflet printing £375.00	25.8.16	
Steering Group meeting	Steering Group	Presentation by Chairman of Stamford TC NPSG	none	18.8.16	18.8.16
Make contact with Tesco re hoisting engagement and information event	M Haley	none	on-line application in progress	21.8.16	31.8.16
Contact Farmers Market organiser re space for engagement and information event	J Hopkins	OTC gazebo			
Neighbourhood Plan event posters	M Haley	Printing costs £175.00	Art work prepared for printing	Sep-16	
Tesco event arranged for 22 October 2016	Steering Group	None	Completed	6.9.16	Sep-16
Leaflet drop in Oakham and Barleythorpe	Steering Group	Council chamber	Completed	Sep-16	Sep-16
Neighbourhood Plan roller banners for engagement events	Steering Group	Production cost for 6 banners £384.00 +VAT	Completed	N/A	Oct-16
Training programme developed	Steering Group	Council chamber	on going	Nov-16	on going
Training Session 1 delivered	Saunders Boston	Council chamber	Completed	N/A	Oct-16
Arrange engagement event Farmers Market for 19.11.16	Steering Group	OTC Gazebo	Completed		Nov-16

Arrange survey production presentations	Steering Group	Council chamber	3 Potential suppliers contacted, presentation dates arranged	Nov-16	Nov-16
Recommend survey consultant and associated costs	Steering Group	rcc@£4200.00 max. Printing costs £2300.00	Order raised for rcc consultancy	Mar-17	Mar-16
Write paper for December OTC Council meeting requesting budget increase and agreement to proceed	M Haley	None	Completed	Dec-16	Dec-16
Prepare budget request for 2017/18	M Haley	None	Completed	Dec-16	Dec-16
Hold awareness meeting with PROBUS, OTP and O/S Primary Schools at child collection times	Steering Group	Existing materials	Completed	Dec-16	Dec-16
Meet with consultants to agree survey format and questions	Steering Group	Council chamber	initial meeting held 12.12.16, WG meetings arranged for Jan-17	Feb-17	Feb-17
Arrange Business Forum meeting	O.Bird, M Haley	V Hall	Arranged for 31.1.17	Feb-17	Feb-17
Appoint J.Hopkins as Secretary to the SG in accordance with agreed Terms of Reference	Steering Group	None	Completed	N/A	Dec-16
Request to increase budget for 2016/17 from £5000.00 to £6000.00 agreed by Council Dec 2016 meeting)	OTC	None	Completed	N/A	Dec-16
Budget for 2017/18 set at £14000.00	OTC	None	Completed	N/A	Dec-16
Arrange and hold meeting with Business representatives	O.Bird	Victoria Hall	Completed	Jan-17	Jan-17
Meetings held between rcc and NPSGWGs to determine survey questions (draft)	Steering Group	Council Chamber	Completed	N/A	Jan-17
Meetings held between rcc and SG to finalise survey questions	rcc, Steering Group	Council chamber	Completed	Mar-17	Feb-17

Arrange engagement events at Tesco and Aldi	Steering Group	Marketing materials	Completed	Mar-17	Mar-17
Agree final draft for survey printing and sponsorship	Steering Group	Council chamber	In progress	Feb-17	Mar-17
Contact sponsors	Steering Group	None	Completed	Feb-17	Mar-17
Produce and print event posters and handouts for engagement events	M Haley	ditto	Completed	Feb-17	Feb-17
Arrange survey delivery rota and collection points	Steering Group	None	Completed		Mar-17
Raise order for survey questionnaire with Quoin	Office	TBA (circa £2300.00)	Completed	Mar-17	Mar-17
Raise order with rcc for envelope printing and pre-payment	Office	TBA		Mar-17	Mar-17
Distribute surveys and arrange drop of points	Steering Group	None	Completed	Mar-17	Apr-17
Raise order for Six web site annual renewal	Clerk	£75.00		Apr-17	
Collect and upload paper surveys	Steering Group	None	Completed	Apr-17	Apr-17
Collate returns	rcc	Order raised March 17	Completed	Apr-17	May-17
Publish returns on NPSG web	P Dowse	None	Completed	May-17	Jul-17
Arrange consultancy TOR (phase 2)/ send out invitations	P Dowse/ Clerk	Office services	Completed	Jun-17	Jun-17
Contact developers re engagement meetings and agree programme	A. Lewis	None		Jul-17	
SG restructure, amendment to Terms of Reference paper to June Council meeting	M Haley R Haynes	Council chamber	Completed	Jul-17	Jun-17
Chris Clark appointed Chairman, Cllr A Bennett elected as OTC representative	OTC	None	Completed	N/A	Jun-17
Arrange public engagement event (survey results) 15 July 2017	Steering Group	Victoria Hall	Completed	Jul-17	Jul-17

Prepare and submit press release 17	M Haley	None	Completed	N/A	Jun-17
Arrange developers engagement meetings	A Lewis	Council chamber	Completed	Aug-17	Jul-17
Engagement meeting arranged with Taylor Wimpey, St John sand St Ann Foundation, Larkfleet, Savill's/Merchant Adventurers. Marrons	A Lewis	Council chamber		Sep-17	
Attendance at NP Heritage course	A Lewis	£40.00	Completed	N/A	Jul-17
Appointment of N Taylor to SG	Steering Group	None	Completed	N/A	Jul-17
Meeting with Barleythorpe PC representatives	M Haley C Clark	Council chamber	Completed	N/A	Jul-17
Meeting with Cllr P Goodwin, Barleythorpe PC	M Haley C Clark	Council chamber	Completed	N/A	Jul-17
Cllr P Goodwin and N.Taylor invited to join SG	Steering Group	None	Completed	N/A	Aug-17
Engagement meeting with ST Johns and St Anns Foundation	Steering Group	Council chamber	Completed	N/A	Aug-17
Engagement meeting with Taylor Wimpey	Steering Group	Council chamber	Completed	N/A	Aug-17
Consultancy invitations review	Steering Group	Council chamber			
Engagement meeting with Larkfleet 7.9.17	Steering Group	Council chamber	Completed	N/A	Sep-17