

Update briefing for the Oakham Neighbourhood Plan 23/11/2017



OpenPlan approach to assisting with the delivery of the Oakham Neighbourhood Plan

- OpenPlan's Executive Director, Steve Kemp will be closely and directly involved in the delivery of the Neighbourhood Plan, working alongside James Green and Simone Landucci. Steve has over 35 years' experience as a chartered town planner, in both local government and consultancy. Steve has led plan-making projects at every level, ranging from Neighbourhood Plans (he is closely involved in all of OpenPlan's Neighbourhood Planning work), through Local Plans (e.g., Lincoln, Central Lincolnshire, North-east Lincolnshire) to National Plans (Trinidad & Tobago and St Vincent & The Grenadines). For Oakham, Steve will be involved directly in the delivery of the Plan, and will exercise overall supervision.
- Project Management – although not made clear in the initial proposal, OpenPlan's role in supporting the Steering Group (SG) does include elements of project management. This includes advising the SG on next steps and the Neighbourhood Plan process, either via email or over the phone as and when required, as well as attending SG meetings where appropriate and assisting with funding applications. This role will be fulfilled by James Green as indicated in the original proposal.

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- Preparation of evidence based documents and the Neighbourhood Plan – As indicated in the original proposal Open Plan utilise a team based approach to preparing technical documents, drawing on the expertise of differing team members as and when required. These are not prepared in isolation however by OpenPlan, the SG involvement and input will be required to producing the various documents required, capturing the local knowledge and experiences only possessed by local residents of Oakham. Simone Landucci will support the SG in collecting this information, preparing the necessary templates and toolkits as outlined in the table below, and will draft the site assessment framework and draft versions of technical documents. Simone has significant experience and expertise within Neighbourhood Planning, supporting a number of groups across Lincolnshire and Nottinghamshire, a number of which have recently successfully passed Independent Examination and are proceeding to Public Referendum. James Green will ultimately be responsible for the completion of all documents and communicate these with the SG, being the lead contact for the Oakham Neighbourhood Plan as outlined above.

Next Steps

- Funding application to be submitted for Locality for initial stages as outlined in the table on the following page. James Green will provide advice and comments on draft application and accompanying project planner as discussed at the previous meeting.
- Meeting between OpenPlan and the Steering Group to be arranged for a convenient date in December 2017 to discuss the work to be completed next year.
- Once the application has been submitted, or a decision has been made by the Steering Group to commit some of their funding from the Town Council plot, OpenPlan can complete the Scoping Report as outlined in the table on the following page.

| Task as outlined in initial Proposal | Date to Complete | OpenPlans Role | Steering Groups Role |
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| Sustainability Appraisal Scoping Report | December 2017 | <ul style="list-style-type: none"> • Prepare Draft of the document for SG consideration. • Finalise the document and undertake consultation with statutory consultees. | <ul style="list-style-type: none"> • Provide comments and local knowledge needed to complete the document. |
| Design and Character Assessment – Neighbourhood Profile | January 2018 | <ul style="list-style-type: none"> • Prepare template and toolkit (including maps, materials etc.) for the Neighbourhood Profile work. • Provide advice to the Steering Group, at the next meeting, on how to undertake the Neighbourhood Profile work. • Prepare the Neighbourhood Profile Report with recommendations for Policies and Projects to be included in the Plan. | <ul style="list-style-type: none"> • Undertake the Neighbourhood Profile exercise using the templates and guidance provided alongside the local community. • Advertise and publicise the Profile event. |
| Vision & Objectives workshop | February 2018 | <ul style="list-style-type: none"> • Lead the workshop to prepare a Draft Vision and Objectives for the Plan – this could either be delivered with just the Steering Group or opened up to interested local residents. | <ul style="list-style-type: none"> • Advertise and promote the workshops date and location (utilising the Neighbourhood Profile event). • Consult with local people on the Draft Vision and Objectives for the Plan following the workshop. |
| Local Green Space Assessment | February 2018 | <ul style="list-style-type: none"> • Prepare template and toolkit for the Local Green Space Assessment. • Provide advice to the Steering Group, at the next meeting, on how to undertake this work. | <ul style="list-style-type: none"> • Undertake the LGS Assessment using the templates and guidance provided. |
| Prepare Issues and Options document and consult with local residents | March 2018 | <ul style="list-style-type: none"> • Prepare the draft document. | <ul style="list-style-type: none"> • Provide comments on the initial draft of the document. |

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| | | <ul style="list-style-type: none"> Amend and finalise the document following receipt of comments from the SG | <ul style="list-style-type: none"> Publicise the document and consult with the local community. Collate results of the consultation. |
| <p>Completing these elements of the Plan before March 2018 is dependent on securing some initial funding from Locality or utilising the fund set aside by the Town Council. Locality will only provide funding that can be spent before March 2018 as this is the end of the funding period. The following pieces of work will be funded through a second application submitted in April 2018.</p> | | | |
| <p>Site Appraisal Framework and Site Assessment – <i>as discussed at the last meeting, this work may not take place, we could incorporate asking local residents opinion on this within the Issues and Options document.</i></p> | April 2018 | <ul style="list-style-type: none"> Establish framework for assessing sites working with the SG and Local Authority. Undertake assessment of potential development sites to provide 'suitable' sites for consultation. Incorporate consultation results on 'suitable' sites. Prepare Site Assessment Report. | <ul style="list-style-type: none"> Support OpenPlan undertake the initial assessment of sites, providing local knowledge. Undertake a local 'call for sites' for development with the local community and local landowners. Arrange and publicise consultation event on the 'suitable' sites identified. Collate responses received during consultation. |
| <p>Preparation of Draft Neighbourhood Plan including advice and support on undertaking Regulation 14 consultation</p> | June 2018 | <ul style="list-style-type: none"> Prepare initial Draft of the Plan for the SG to comment on. Prepare Final Draft Plan. Prepare required documents and surveys as well as contacts for Regulation 14 consultation. | <ul style="list-style-type: none"> Comment on initial Draft document. Arrange and publicise a consultation event during the Regulation 14 consultation period. |
| <p>Preparation of Sustainability Appraisal including managing consultation with statutory consultees</p> | June 2018 | <ul style="list-style-type: none"> Prepare draft document and undertake consultation with statutory consultees. Prepare final document to be submitted alongside the Neighbourhood Plan. | <ul style="list-style-type: none"> None required. |
| <p>Make necessary amendments to the Plan following Reg 14 consultation and preparation of</p> | September 2018 | <ul style="list-style-type: none"> Amend the Plan following Regulation 14 consultation. Prepare Final Neighbourhood Plan for submission. | <ul style="list-style-type: none"> Assist OpenPlan consider responses received during Regulation 14 consultation. |

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| final Submission Neighbourhood Plan | | | |
| Preparation of Basic Conditions Statement | September 2018 | <ul style="list-style-type: none">• Prepare document for submission alongside the Neighbourhood Plan. | <ul style="list-style-type: none">• None required. |