

**Neighbourhood Plan Steering Group (NPSG) Meeting**  
**Snell's Hall**  
**5th November 2025**

**Attendees**

Jonathan Shortis, Suzie Topham, Jim Kessler, Catherine Shortis, Keith Mitchell

**Apologies**

Anthony Gilbert, James Harrigan, Ian Pearson, Dom McKenna, Nick Parry, Philip Weaver, Peter Austin, Rebecca Hale, Selby Stocks

**Next Meeting Date: 3rd December 2025**

**Actions/Decisions**

**1. Actions from the last meeting(s)**

Action/Decision	Owner	Status/Update
<p><b>General:</b></p> <p>Local plan has been refused/sent back. There will be one - work to continue in the meantime on the basis of the one we have.</p> <p>Keith contacted Will Pedley and is awaiting a response. Ask is: can we meet to find out proposals and timescales on proposals that affect our plan, and what can they offer in terms of potential policy in other NPs that might be helpful. (E.g. access around A417 and non-car modes of transport)</p> <p>Stakeholder engagement:</p> <ul style="list-style-type: none"> <li>- No response yet re scouts and churches. To be followed up</li> <li>- Schools: Keith undertaking</li> <li>- Hendred Estate: Jonathan to reach out to Ally Eyston to see if she would like to join the group as Nick has limited availability. Need to balance having representation with their vested interest in policies we come up with</li> <li>- Museum: nothing yet. Jim to chase</li> </ul> <p>Harwell: Jonathan met with them in mid Oct. Document will be circulated with key highlights. They are keen to foster links with the parish community and we have lots of opportunities to dovetail with their development plans.</p>	<p><b>Note</b></p> <p><b>Note</b></p> <p><b>James Philip Keith Jonathan</b></p> <p><b>Jim</b></p> <p><b>Jonathan</b></p>	<p>.</p> <p>Discussion with AE to cover opportunity to engage with 'community friends' to act as a focus group to assess NP output</p>

Vale and South Oxon happy to coordinate with us, but nothing specific at present.	<b>Note</b>	To be reviewed on an ongoing basis
<b>Core workstreams to underpin the NP:</b> <i>Mapping:</i> Parish Online mapping is 1:1250 scale and free to us (PC has a subscription). Vale Mapping comes with a cost but could be used to fill any mapping 'gaps'.	<b>Note</b>	Access already achieved and looks good
<b>Decision:</b> continue with Parish Online as long as is viable.	<b>Note</b>	
Awaiting decision from PC on additional funding. Jonathan has forwarded info to PC to allow an application to be submitted for County Councillor funding	<b>Note</b>	Funding application submitted by the PC clerk
<b>Environment Workstream (general):</b>		
<b>Vision, aims and objectives:</b> Draft has been circulated by Suzie, approved as first draft at this stage pending further input.	<b>Note</b>	
<b>Local green space assessment and green gap assessment:</b> Jonathan has mapped on Parish Online. This can be a first draft but it needs more scrutiny from others to give alternative perspectives. Process for review to be determined	<b>Jonathan</b>	
<b>Endangered species etc:</b> Keith to ask PC to order report on protected and endangered species (max £90 + vat)	<b>Keith</b>	
<b>Biodiversity assessment:</b> Keith to circulate biodiversity data source info to whole SG.	<b>Keith</b>	
Keith to ask Sian to kindly outline what this process would look like for us to undertake our own biodiversity assessment (what, who, info sources etc). Note: Sian's view is that downloading all the data from various websites and asking yourself the obvious questions about areas of importance will provide enough background information from which to make policies, rather than paying for a professional workshop which will probably not add any additional value.	<b>Keith</b>	
Estate and HEG contacted for input. No response from HEG.	<b>Jonathan</b>	Jonathan to reach out to HEG again.

<p>Catherine asked if we can get the community to do some 'citizen science' and do a 'what's in your garden?' observation day. Keith's view is that this would be interesting from an engagement perspective but not weighty from a planning data perspective. Could HEG, schools or Scouts do something to this? To be considered</p>	<p><b>All (Catherine)</b></p>	
<p>Catherine to enquire of North Wessex Downs National Landscape (formerly AONB) re: availability of existing data</p>	<p><b>Catherine</b></p>	
<p><b>Landscape, character and value assessment:</b> Jonathan and Catherine to look at OWLS (Oxfordshire Wildlife and Landscape Study) to see if the assessment has been done previously</p>	<p><b>Jonathan Catherine</b></p>	<p>Outstanding from last time.</p>
<p><b>Protected views and vistas assessment:</b>  Jonathan has mapped on Parish Online based initially on conservation area document and Jim has taken photographs of (probably!) all of them. Thank you!</p>	<p><b>Jim</b></p>	<p>Jim to review photographs and fill in any gaps.</p>
<p>When we are further along, we must review all the mapping together as a steering group, then put it to the community. Do we need a broader group at this stage to include subject experts as well as SG? Jonathan to invite Community Friends to this as a random sample focus group from the community to assist with opinions at this event.</p>	<p><b>Jonathan</b></p>	<p>Jonathan to organise mapping session in December to review views, green spaces, green gaps, non-public green spaces etc</p>
<p>Very little response from Spotted re: Hendred facebook request. Re-ask, making sure that the request is, potentially clearer re photos of views. Worth providing a link to the NP website (?)</p>	<p><b>Rebecca</b></p>	<p>Potentially tie-in to the NP explanatory video – see below</p>
<p><b>Local character assessment:</b> Some great data obtained from a discussion with Jane England. This will help with the conservation area character assessment Consensus is that we don't need a consultant for this. Catherine to define character 'areas' and determine what's missing from the existing document. The museum has agreed to create a very short Parish history for us.</p>	<p><b>Note</b>  <b>Catherine</b></p>	<p>Update 9<sup>th</sup> Nov – Jane England has offered to give the SG a museum tour to look at Parish/Harwell history</p>

<p><b>Future of the steering group:</b>  Attendance at meetings and replies to emails has dwindled on the whole. Concern that this is becoming the work of a few people  Jonathan to ask each member of the SG to reaffirm that they want to continue to take an active part in the SG.  Also affirm that they are happy to be listed on website.</p>	<p><b>Jonathan</b></p>	
<p>Keith made the point that this is a <i>development plan</i>, a subsidiary of other levels of development plan. Perhaps clarifying what it is might help people.  Can we make a short video explainer for social media and the website? Suzie is happy to talk in front of a camera if someone will tell her what to say and a more suitable person is not available (thank you Suzie!)  Jonathan to enquire of Rebecca about a video explainer – how do we create? Also, whether we can obtain website analytics (number of ‘hits’ etc) and whether we can add a steering group list of names on website.</p>	<p><b>Jonathan</b></p>	

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# Jonathan

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## 2. Notes & Actions from this meeting

Action/Decision	Owner	Status/Update
<p><b>Draft NP structure:</b> Circulated by Jonathan. Aim is to outline what the end stage NP will contain, to help focus work and help people see where they can contribute. Structure taken from neighbouring NPs previously circulated and column for cluster analysis added to make sure that every theme from that is covered.</p>	<b>Note</b>	
<p>Please can everyone go through this in detail and give feedback - is anything superfluous or missing?</p> <p>Importance of logging things as they go along, particularly photographs of engagement events.</p>	<b>Everyone</b>	<p>Email feedback to Jonathan.</p> <p>Jim nominated as official event photographer – thank you Jim</p>
<p>Need for standard format for each section for readability.</p> <p>Keith discerned during the cluster analysis that while people have commented on housing, employment etc, many of the issues raised by the residents relate to the desire to maintain and develop all aspects of <i>community</i>. They are concerned that East Hendred Parish should continue to be a functional community (ie</p>	<b>Note</b>	

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## Note

## Everyone

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## Status/Update

Email feedback to Jonathan.

Jim nominated as  
official event  
photographer –  
thank you Jim

<p>conserving that which is important (eg heritage, green spaces, character etc) and investing in what is needed to enable the community to function (affordable housing for the young and elderly, play spaces, facilities for the youth, biodiversity and environment etc). This could provide a useful focus for our policy agenda and structuring of vision/ objectives etc. ,</p> <p>Jonathan is keen to encapsulate everything that we bring out during our engagement with the community whether or not it is officially covered under the NP, as a record of the views of the community. E.g. Goring's strategic projects section, PC priorities, SIL spending priorities.</p>	<p><b>Note</b></p>	
<p>Suzie's to continue to create vision, aims and objectives, doing this section by section in the same format as previously.</p>	<p><b>Suzie</b></p>	<p>Suzie to send housing section out next as a Google doc to comment on.</p>
<p>Jim asked when the last time a community engagement event was done. Community plan in 2008 - a lot of effort was put in at the time, but a lot of time has passed since then. Thus, we are asking parishioners to do something they are not familiar with.</p>	<p><b>Note</b></p>	
<p>Census 2021 – Jim has kindly agreed to start the analysis – bringing together the important statistics on residents, demographics, housing, home ownership, car ownership, travel etc</p>	<p><b>Jim</b></p>	
<p>Keith to send out carbon calculator website.</p>	<p><b>Keith</b></p>	
<p>Other NP areas have done a broad questionnaire. It would be good to look at their questions and also to understand the mechanics of how they did it - e.g. Blewbury got a 60% response rate. How did they do it? Jonathan to reach out to other NP areas for copies of their questionnaires and how they achieved a strong response</p>	<p><b>Jonathan</b></p>	
<p>Keith asked whether there are any other assessments we should be getting started with now, in case it causes problems in the future. E.g. ruling out Strategic Environmental Assessment.</p>	<p><b>To be considered at next meeting – Everyone</b></p>	

<p>Option of asking the community to identify and rule out sites for development. If we intend to do this, we should ask the LA. On the one hand, sites might be identified that you actually don't want to develop. On the other hand, it might be helpful to identify characteristics of sites that are suitable for development first, test with a focus group before seeking feedback from the community on available sites</p> <p>Keith: we should prioritise the housing needs work so we are not held up later when we want to go to focus groups next year.</p> <p>Catherine: there is another Facebook group (not Spotted: Hendred) called Hendreds News and Events that we can use to publicise things to widen our reach.</p>	<p><b>Note To be considered at next meeting</b></p> <p><b>Note</b></p> <p><b>Note</b></p>	
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Suzie Topham / Jonathan Shortis  
17th November 2025