

Neighbourhood Plan Steering Group (NPSG) Meeting
Snell's Hall
1st October 2025

Attendees

Jonathan Shortis, Suzie Topham, Rebecca Hale, Jim Kessler, Selby Stocks, Catherine Shortis

Apologies

Anthony Gilbert, James Harrigan, Ian Pearson, Keith Mitchell, Dom McKenna, Nick Parry, Philip Weaver, Peter Austin

Actions/Decisions

1. Actions from the last meeting(s)

| Action/Decision | Owner | Status/Update |
|---|--|--|
| Local Plan <ul style="list-style-type: none"> - Do further work on understanding the changing status of local plan initiative - Contact Will Pedlar re local plan – VoWH, S Oxon to understand more | <p>IP</p> <p>KM</p> | <p>Ongoing - We will use the current local plan</p> <p>Outstanding</p> |
| Stakeholder Engagement <ul style="list-style-type: none"> - Updates required from engagement with: <ul style="list-style-type: none"> - Scouts - Churches - Schools - Hendred Estate (Ally Eyston) - Museum have replied and we await their official response - Harwell cancelled September meeting but planning to reschedule (meeting likely 14th Oct) - Engagement database completed and circulated to Steering Group - PC actions have been sent to Parish Council - Rebecca and Keith have completed and circulated initial clustering - Vale and South Oxon are happy to have a call with us in the future at our convenience. The team is still in place to support NPs. - Example NPs have been circulated for SG to read to inform work on Environment section. - Ardington is available to read but not yet ratified (albeit different characteristics to EH Parish) | <p>JH</p> <p>IP</p> <p>KM, RH</p> <p>IP</p> <p>JK, JS</p> <p>JS</p> <p>JS</p> | <p>James, Ian and Keith to please feed back on this by email to the SG.</p> <p>Await response from museum.</p> <p>Await final response from Harwell.</p> <p>Jonathan to arrange call after this meeting.</p> <p>Steventon, Sutton Courtney, Blewbury and Goring – Sutton Courtney very good re environment</p> |

2. Notes & Actions from this meeting

| Action/Decision | Owner | Status/Update |
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| <p>Core workstreams to underpin the NP</p> <ul style="list-style-type: none"> - Jonathan circulated a document of background actions which contribute to the general NP which can be done as and when we are able without any urgency. - Many NPs employ third parties to do such things as local character appraisal, though this can be costly. We may wish to consider this in the future. - Noted that 2021 census is now available for us to use for socio-economic characteristics, to compare to Oxfordshire and national. - Decision: no action on these for the time being. - Need for a really large scale map, at least 1:1250, for future engagement events. Can apply to PC for cost, est. £300-£500 from OS. | JK | Jim to action following Selby's suggestion. |
| <p>Environment workstreams (general):</p> <ul style="list-style-type: none"> - Jonathan circulated a document based on the contents of the other nearby NPs and our engagement workshops/sessions. - Advice from other NP areas is to avoid doing a Strategic Environmental Assessment as it is hugely costly and not very useful. Ardington got a professional to fill in the VOWH form which concluded it was not required - they may be able to do ours too. - Desire to bring in individuals with knowledge from the community. - Query: to what extent can we introduce new ideas that aren't from the engagement event? - Answer: in the end, it has to be ratified by the community. So it makes sense to engage people as you go along. But people won't always bring up everything without being prompted, so we can introduce new things like settlement coalescence and then take them to the community to see what they think. - Query: when do we do the next engagement event? - Answer: once we have done some work for them to engage with. Most NPs have done a further survey. But you can over-survey people and grind to a halt and turn people off. Sutton Courtenay did their second survey a year in once they had something new to bring people. | | |

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| Vision, aims and objectives <ul style="list-style-type: none"> - To articulate clearly the community's requirements and wishes | ST | Suzie to draft based on example NPs, engagement database and clustering. |
| Local green space assessment and green gap assessment: <ul style="list-style-type: none"> - Noted that latter more likely to be agricultural land | JS | Jonathan to start this. |
| Biodiversity assessment: <ul style="list-style-type: none"> - Getting an ecologist to do this is very expensive. - Decision: research all pre-existing data from all sources to see if we can use that instead of doing one from scratch. - Other sources may include specific conservation organisations such as Owl Conservation Project; Berks, Bucks and Oxon Wildlife Trust; or citizen science surveys. Need to research these. | JS | <p>Jonathan to contact Hendred Estate to see if they have data.</p> <p>Jonathan to contact Kate from HEG to see if they have data or can help.</p> <p>Jonathan to ask if Keith and Sian can help</p> |
| Landscape, character and value assessment: <ul style="list-style-type: none"> - Selby advised that we may end up attempting to define use of estate land - crucial to talk to estate. Nick Parry already a member of the group. | JS, CS | Jonathan and Catherine to look at OWLS (Oxfordshire Wildlife and Landscape Study) |
| Protected views and vistas assessment: <ul style="list-style-type: none"> - No standard way of defining a protected view - other NPs have sometimes surveyed population, sometimes comes out in local character assessment. - Ardington did a view assessment then did an engagement event to solicit comments from the populace – a good model | JK | <p>Jim to collate photos of possible views for a survey.</p> <p>Rebecca to contact Spotted Hendred to do a photo competition for favourite views of the village on behalf of the NP (link to website!) - as a lighter way to survey people.</p> |
| Local character assessment: <ul style="list-style-type: none"> - Selby noted that planning applications are already required to do this, to an extent. - Conversation area document contains a local character assessment, and core part of village hasn't changed since it was undertaken. - East Hendred is mostly in the AONB, north area not in AONB or conservation area. Conservation area and settlement area not the same. | JS | Jonathan to contact museum and Jane England to ask if they could help with contributions. |

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| <p>Future meetings:</p> <ul style="list-style-type: none"> - To take place on first Wednesday of every month for the foreseeable, ideally timed before PC meetings on first Thursdays! - Plan is to complete Environment together as a learning experience, and then to do further workstreams in parallel. - Many people unable to attend this meeting so not many people to share actions between. | <p>ALL</p> | <p>Put these dates in your diaries now!</p> |
| | <p>ALL</p> | <p>Those who were not able to attend to volunteer for actions, either new ones or as buddy for already assigned actions.</p> |