

Neighbourhood Plan Steering Team Meeting
East Hendred Sports Club
18th March 2025

Attendees

Suzie Topham (ST), Anthony Gilbert (AG), Dom McKenna (DM), Jim Kessler (JK), James Harrigan (JH), Ian Pearson (IP), Keith Mitchell (KM), Peter Austin (PA), Aloysius Atkinson (AA), Jonathan Shortis (JS)

Apologies

Rebecca Hale (RH), Philip Weaver (PW), Nick Parry (NP), Hilary Dorling (HD)

Actions/Decisions

1. Actions from the last meeting

Action	Owner	Status/Update
Add 'Terms of Reference' to our next agenda	JS	Complete
Prepare the documentation for Neighbourhood Plan area designation	JS,JK	Complete
Circulate the area designation pack to the whole NP team for comment, prior to submission to the PC (for onward submission to the VoWH DC)	JS	Complete
Plan an engagement event with the entire Parish community to determine issues, vision, aims, themes etc for the NP	DM,KM,ST,RH,JS	'Strawman' complete
Write a short Bulletin update on the first NP meeting (and circulate to the NP team for comment, prior to submission)	JS,RH	Complete

2. Update from PC meeting (6th March 2025)

- a. Agreement reached for the NP area to be the same as the Parish area (including Harwell Campus areas). Note - all 3 x areas of Harwell site (Commercial Campus, Licensed Nuclear Site, STFC Rutherford Appleton Laboratories) approached and all delighted to engage in the NP process as key stakeholders. Following the meeting, the NP area designation documents were submitted to the VoWH District Council – awaiting ratification.
- b. Draft engagement plan discussed and approved by the PC
- c. Grant application made and a grant of £250 made to the NP team (for engagement support materials), plus use of Snells Hall for engagement, at PC expense
- d. PC supportive of the NP team and its approach

3. Actions/decisions from this meeting

Action/Decision	Owner	Status/Update
Engagement plan <ul style="list-style-type: none"> - NP plan shared by KM - Feedback from Ardington & Lockinge event shared by JK, AG (highly interactive, strong engagement achieved, renters as well as home-owners engaged) - Circulate engagement plan for feedback - Provide feedback asap - Need to ensure good notice given to the Parish prior to meeting (6 weeks +) - Mail-drop the Parish – vital - Other means of disseminating the invitation to be used (shop, What's On, pub...) - Simplify the 6 x 'stations' to be just a white board with post-it notes to capture community views - Collect contact details of attendees (+ permissions) to establish a mailing list - Establish an Engagement Team (ET) – DM, KM, ST, JK, RH, JPS to finalise/prepare the event - ET to meet asap (next week?) - Provide feedback on a list of stakeholder groups, clubs, societies, businesses with whom we can/should engage (post the community events) - Consider sampling those who didn't engage to understand why - PC offer for the NP team to run one engagement event at the Annual Parish Meeting - agreed in principle 	<p>JS All Engagement Team (ET) ET ET</p> <p>ET</p> <p>ET</p> <p>ET</p> <p>ET (JS) All</p> <p>ET</p>	<p>RH had already agreed</p> <p>E-mail sent by JS to PC to understand meeting date/prepare to ensure a good turn-out (mail-drop?)</p>
Organisation <ul style="list-style-type: none"> - Chair of NP team – agreed as JS - Treasurer – PA 		<p>Feedback requested on an ongoing basis!</p>
Terms of Reference <ul style="list-style-type: none"> - Team – JS, PW - TOR documents to be circulated to all - Note – any conflicts of interest to be documented within the TOR document 	<p>JS,PW</p> <p>JS</p>	<p>PW suggested in his absence</p>
Communications & Information Systems <ul style="list-style-type: none"> - Includes establishment of a website, e-mail address, social media plan - Also includes database provision (to capture data, 'evidence', survey results, analysis etc) - Team – JH, RH - Look at other NP teams and how they have approached this (maybe talk to Ardington & Lockinge) 	<p>JH,RH</p> <p>JH,RH</p>	<p>Vital to maximise engagement</p> <p>A key requirement is evidence collation to underpin the NP</p> <p>RH suggested in her absence</p>

Survey Tools, Mapping, GIS <ul style="list-style-type: none"> - Team – JK, AG, IP - Scope out the requirement / engage Lockinge & Ardington to understand their approach 	JK,AG,IP JK,AG,IP	
Plan Timeline <ul style="list-style-type: none"> - Agreed as 20 years 		
Local Plan <ul style="list-style-type: none"> - Obtain intelligence on the status and progress of the local plan, created by S Oxon and VoWH District Councils 	IP	
Next Meeting <ul style="list-style-type: none"> - w/c 14th April 2025? - Invitation/request for availability to be circulate 	JS	

Jonathan Shortis
19th March 2025