

**Neighbourhood Plan Steering Group (NPSG) Meeting
Teams Call
24th July 2025**

Attendees

Anthony Gilbert (AG), James Harrigan (JH), Ian Pearson (IP), Jonathan Shortis (JS)

Apologies

Dom McKenna (DM), Rebecca Hale (RH), Nick Parry (NP), Philip Weaver (PW), Jim Kessler (JK), Suzie Topham (ST), Peter Austin (PA), Keith Mitchell (KM)

Actions/Decisions

1. Actions from the last meeting(s)

Action/Decision	Owner	Status/Update
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	Meeting undertaken with L&A
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	Ongoing Action Feedback received that we need to work with the current local plan
TOR <ul style="list-style-type: none"> - Comments awaited from PC on TOR – to be chased – to include agreement on GDPR - Comments from NPSG to be e-mailed to JS 	JS All	Complete TOR comments received. Revised TOR issued to PC and NPSG
Website <ul style="list-style-type: none"> - Send draft website to NPSG for comment 	RH	Complete Website now live...well done!
Survey, GIS, Stakeholder Engagement.. <ul style="list-style-type: none"> - Meeting with Ardington for assistance with surveys etc - Coordinate doing an online survey on the website - Decision taken on focussing survey on the key questions re vision/themes/issues - Stakeholders – add Parish Council - Decision taken to offer the same survey in digital and hard copy - Decision taken to ask for businesses or committee-type people's opinions both representing their business or group and as individuals. - Decision taken to give stakeholder engagement tasks to those where we can prioritise existing connections rather than impartiality – to achieve for more feedback 	JK JK,RH JS JK JK, All	Complete Complete – available Complete Complete Deadline extended to end August

<ul style="list-style-type: none"> - Stakeholder responsibilities: <ul style="list-style-type: none"> ○ Churches, Hendred Estate (to contact Nick Parry in first instance) ○ Sports Club, Scouts, HEG, Allotments ○ Harwell, Parish Council, Rowstock Residents Association, New Estate Management Committee(s) ○ Schools ○ Small EH businesses eg shop, pubs, museum, Estate tenant businesses ○ Data entry ○ Golden Age - Focus on obtaining feedback from younger community members / young families 	<p>IP, PW</p> <p>DM, JH</p> <p>JS, AG</p> <p>KM, RH</p> <p>JK</p> <p>ST</p> <p>JS</p> <p>All</p>	<p>Stakeholder engagement extended to end August to elicit more feedback</p> <p>IP has met with Hendred Estate (NP). Churches TBD</p> <p>Sports Club response received HEG has received the on-line survey link</p> <p>Questionnaire issued to BAAA /circulated to members</p> <p>PC response received Harwell, Rowstock RA and new estate management committee have all received the survey</p> <p>Survey sent to both schools</p> <p>JK, AG met NP re small businesses</p> <p>Ongoing</p> <p>Survey (online and hard copy) shared with Golden Age and 4 responses so far</p>
<p>Local Plan</p> <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>

Engagement Analysis <ul style="list-style-type: none"> - Tidy up document and circulate - Keith will organise macro-clustering event and send round for comment. - Decision taken to fully cluster after stakeholder feedback collated, not before 	JS	Once survey complete. All input now in a spreadsheet Once survey complete (Sept) Once survey complete
	KM	
	All	

2. Actions from the meeting

Action/Decision	Owner	Status/Update
Engagement <ul style="list-style-type: none"> - Deadline for stakeholder engagement extended to end August 2025 (as response has been sporadic) - Stakeholder responsibilities: <ul style="list-style-type: none"> o Churches, Hendred Estate (to contact Nick Parry in first instance) <ul style="list-style-type: none"> ▪ Chase Hendred Estate for questionnaire response ▪ Consider a meeting with Edward and Ally Eyston (informal) ▪ Engage with 2 x churches to elicit questionnaire input o Sports Club, Scouts, HEG, Allotments <ul style="list-style-type: none"> ▪ Reach out to scouts (via ST) to elicit a questionnaire response ▪ Chase HEG for response ▪ Chase BAAA (allotments) for responses o Harwell, Parish Council, Rowstock Residents Association, New Estate Management Committee(s) <ul style="list-style-type: none"> ▪ Chase Harwell, Rowstock RA and new estates for a response o Schools <ul style="list-style-type: none"> ▪ Chase response in the new term o Small EH businesses eg shop, pubs, museum, Estate tenant businesses <ul style="list-style-type: none"> ▪ Contact (email) or mail drop the 30 x small businesses identified to obtain a response o Data entry o Golden Age 	<p>IP</p> <p>IP, AG</p> <p>PW</p> <p>JH</p> <p>JH</p> <p>JH</p> <p>JS</p> <p>KM, RH</p> <p>JK,AG</p> <p>ST</p> <p>JS</p>	<p>To obtain a 'composite' response</p>

Funding <ul style="list-style-type: none"> - Govt has removed access to all NP funding - Local District Councillor has offered £1500 and PC has allocated reserves against NP 	Info	
Next Meeting <ul style="list-style-type: none"> - Likely 10th or 11th September 	All	

Jonathan Shortis
30th July 2025