

## Neighbourhood Plan Steering Group

### Main Group

27th May 2025

#### In attendance:

##### *In person:*

Jonathan Shortis, Suzie Topham, Anthony, Ian, Keith, Jim, Philip

##### *Virtual:*

James

AGENDA ITEM	ACTIONS
<p><b>Actions from our last meeting (18th March 2025)</b></p> <ul style="list-style-type: none"><li>- All completed from previous meeting</li><li>- All engagement actions completed</li><li>- Organisation agreed last time</li></ul> <p><i>Terms of Reference:</i></p> <ul style="list-style-type: none"><li>- Terms of Reference have been circulated, copy sent to Parish Council by Jonathan. Proposal for political neutrality possibly contentious - no councillors, MPs, etc.</li><li>- Clarification that this does not mean SG members cannot express political views - it means that no holders of political office can be on the main SG. They can get involved in other ways.</li></ul> <p><i>Website:</i></p> <ul style="list-style-type: none"><li>- We have a draft website. Hurrah! Jonathan has sent content to Rebecca today.</li></ul> <p><i>Mapping:</i></p> <ul style="list-style-type: none"><li>- Ian has circulated note on status of local plans.</li></ul> <p>Keith has spoken to someone involved in local transport,</p>	<p>Comments awaited from PC on TOR - Jonathan to chase. (Selby Stocks recently elected as new chair.)</p> <p>Rebecca to send draft website to SG for comment.</p> <p>Jim meeting with Ardington for assistance after 16th June.</p> <p>Ian to do further work on changing status of local plan initiative.</p>

<p>who has volunteered to be a sounding board.</p> <p>(Philip arrived.)</p>	
<b>Engagement:</b>	-
<p><b>Feedback on the 2 x engagement events &amp; Annual Parish Meeting</b></p> <ul style="list-style-type: none"> <li>- Approx 50-55 attendees over the two events who left email addresses</li> <li>- Nearly 500 individual comment post it notes</li> <li>- Jonathan has circulated a spreadsheet with every comment transcribed</li> <li>- Many common views, some relevant and some not, but we could pass some things on to e.g. PC</li> <li>- Noted that some people agreed with things at the event and did not write them down, so just because it is only written down once doesn't mean there wasn't more than one person who thought it</li> <li>- Perhaps some people expected a meeting and formal presentation, and it may have put some people off</li> <li>- Massively positive feedback - people very grateful that this is happening</li> <li>- Jonathan presented at the PC AGM</li> <li>- Concern that average age of attendance was very high - how to access younger people and young families? Times no good?</li> <li>- Perennial difficulty in getting young families involved because they have no time</li> <li>- Hope that actively reaching out to stakeholders will help with this (e.g. schools, Scouts)</li> <li>- Suggestion that we should go online to reach these people to do on their own time</li> <li>- Jonathan and Rebecca have been talking about doing an online version of this event</li> <li>- Need for this to be in the right format to encourage participation - present information correctly and format questions to not be too broad and to be completable easily and quickly</li> <li>- Need to do some cluster analysis - to do before or after stakeholder engagement?</li> </ul>	<p>Rebecca and Jim to coordinate doing an online survey on the website for residents and stakeholders. To present a proposal to the SG.</p>

<ul style="list-style-type: none"> <li>- If people don't have time, may help to reduce number of things on which they are asked to comment</li> <li>- Just ask three questions (vision, issues, themes) with a "think about" explaining the six themes? We can then organise. Or six questions (one each theme) with prompts (copied from engagement event)?</li> <li>- Difficulty at the event with people running out of steam halfway round. Need to ask for downsides as well?</li> <li>- This is a blue sky undertaking. We will deal with clustering and analysing and dealing with contradictions at a later stage.</li> </ul>	<p>Decision for six questions, one on each theme. "What do you want X to look like in the future of East Hendred?"</p>
<p><b>Stakeholder engagement - process, timeline</b></p> <ul style="list-style-type: none"> <li>- No attendance from Rowstock, few comments about Harwell (NB: there are no residents in Harwell in our NP area, only the campus)</li> <li>- Few attendees from north of the A417, but some useful comments about "integration" - probably tied to issue with age</li> <li>- HEG were very keen to engage</li> <li>- Churches - parochial parish council for St Augustine's, rather than vicar? St Mary's priest to be approached initially.</li> <li>- Parish council had been encouraged to come but not individually.</li> <li>- Neighbouring parish councils? Not stakeholders for us at present, to be included at later stage. (Chilton, Harwell, Steventon, West Hendred)</li> <li>- Springline villages conversation to be had at later date.</li> <li>- Harwell BUG: may have other subgroups from Harwell.</li> <li>- Several people from the Sports Club came to the engagement events</li> <li>- Allotments to be approached jointly with HEG</li> <li>- To split into groups of two and take two of these with each group.</li> <li>- Task is to reach out to stakeholder, explain we would like to canvass their views, ask them: how would you like us to engage? Offer to come to meeting and do a mini engagement event; to send</li> </ul>	<p>Parish council to be added to stakeholders.</p>

<p>out survey; etc. What suits them?</p> <ul style="list-style-type: none"> <li>- Concern that some people will be in many of these different groups and might be engaged with multiple times! Decision that we cannot reasonably account for that. But should we therefore have a consistent outreach approach?</li> <li>- Jonathan: different groups have different needs. E.g. Golden Age not IT literate. Other groups may be more comfortable with a survey than coming to a meeting. Offer choice of two options, but only two.</li> <li>- Keith: we need to canvass not only members but also organisers. Where are we after survey response and where are we after some more engagement with decision makers?</li> <li>- Estate will have list of businesses, also some at fish farm, some people are running other small businesses - but will have opportunity to engage as resident. Not looking for 100% coverage, can't force people to engage, we are getting plenty of feedback to deal with already.</li> <li>- Bring all business people together in one session?</li> <li>- 700 leaflets delivered, approx 10% turnout so far.</li> <li>- Keith: difficulty in understanding cause and effect in feedback gathered so far.</li> <li>- Anthony: will clustering help? Physically or digitally?</li> <li>- Ian: stakeholder list long. Priority list?</li> <li>- WFH people by definition covered as residents.</li> </ul>	<p>Decision: offer the same survey in digital and hard copy to be consistent in what feedback is acquired. Jim to lead this. Deadline: end of June.</p> <p>Decision: to ask for committee-type people's opinions as individuals, even if they conflict, rather than get them to speak as a group. And even if they are not residents, because they have an interest in East Hendred and its future.</p> <p>Decision: prioritise existing connections rather than impartiality for more feedback.</p> <p>Ian and Philip to do both churches, Hendred Estate (to contact Nick Parry in first</p>
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	<p>instance)</p> <p>Dom nominated in absentia to do Sports Club, with James. Also to do Scouts (Suzie possibly able to help with Scouts)</p> <p>Jonathan and Anthony to do Harwell and Parish Council.</p> <p>Jonathan to do Rowstock Residents Association and new estate management committee.</p> <p>Keith to do schools. Ask Rebecca if she would be willing to join. Jonathan available as backup.</p> <p>Jim to do businesses including pubs and shop, and museum.</p> <p>Suzie volunteered to do data entry or similar.</p> <p>James to do Sports Club with Dom, Hendreds Environments Group and Bowling Alley Allotments.</p> <p>Golden Age: Peter Austin nominated in absentia.</p> <p>Deadline: stakeholders to be done by end of July. (NB: schools and term-time activities will break up in July)</p> <p>Decision: cluster after stakeholder feedback collated, not before.</p>
<p><b>Terms of Reference - any feedback?</b></p> <p>-</p>	<p>Email Jonathan with feedback on Terms of Reference.</p>

<p><b>Website - quick peek</b></p> <ul style="list-style-type: none"> <li>- Draft shown to SG in meeting.</li> <li>- We love the photo, we love “Your Village, Your Voice”</li> <li>- Jonathan has sent some documents to put on the website already</li> <li>- All the engagement feedback will go on there, also presentation from event</li> <li>- Are we concerned that Harwell and Rowstock are being excluded by “your village”? But if we dilute it, will be lose East Hendred? Option of “Your village, your parish, your voice”? “Your parish, your plan”?</li> <li>- Privacy policy, data protection? Jonathan has approached PC about being covered by their GDPR.</li> <li>- Is there a vocal Rowstock community leader to promote engagement?</li> </ul> <p>(Philip departed.)</p>	<p>Jonathan to chase PC about GDPR.</p> <p>Jonathan to circulate draft website for emailed feedback.</p>
<p><b>Survey tools, mapping, GIS - update</b></p> <ul style="list-style-type: none"> <li>- Already covered.</li> </ul>	
<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>- Ian: feedback currently overwhelming. Can we make it more palatable as is?</li> <li>- Keith has started to do this in relocating themes to present better.</li> </ul>	<p>Jonathan to tidy document up, then Keith will organise macro-clustering event and send round for comment.</p>