

Present: Lorraine Holtom, Frank Rogers, Mary Ann Warmington, Debbie Clarke, John Gallagher, Nick Rawles, Barry Topham.

Apologies: Jane Eccles, Jane Scarff, Richard Burkett, Jonathan Coley

1. Frank has spoken to Simon Purfield, SDC, regarding collation and analysis of a survey based on 800 households, assuming 50% response costs £2,000 - £2,500. He has also set up Dropbox with several publicly available Parish and Neighbourhood Plans to view. This is where minutes will also be available.
2. Sue Hunt, Chair of Oxhill Steering Group attended to give a view on how their Parish Plan was started, how it has developed and progress to date. She also answered questions from members. Points noted as follows:
  - a) Outlined why a Parish Plan was needed, members were mindful of need of elements required to feed into Neighbourhood Plan. Started PP as SDC had not at that point published Draft Core Strategy.
  - b) Completed Housing Stock Survey involving members viewing housing from road and noting size, aspect, building materials, etc. also took photographic record.
  - c) Had process to identify parishioners concerns, month of suggestion boxes at various points around village and members promoted at every opportunity and a public meeting to ensure had high engagement. Concerns raised from this then informed questionnaire.
  - d) Questionnaire was delivered in person to every household and collected in person by members. Each survey was delivered anonymously and randomly but numbered to ensure that no duplicates/fraud submitted. Returned questionnaires then identified as returned and demonstrated 83% response rate. Responses entered on database, numbering ensured auditable trail and allowed for double checking of data.
  - e) Allowed a month for collection to ensure as many parishioners as possible had opportunity to contribute.
  - f) Data was then analysed to identify patterns and trends, put into visual form for plan. Great deal of thought was put into how to analyse data.
  - g) Need communications strategy, parish needs to know what is happening, when and why. This ensures high level of engagement and ensures that both PP and NP have validity.
  - h) Need to ensure all activities are minuted and accurate records taken to demonstrate audit trail and validity of information.
  - i) Need team of people with enthusiasm, commitment and requisite skills to complete.
  - j) PP can include a great deal of information that parish feels is important to consider for the future that is not necessarily required in NP.
  - k) Oxhill felt a Village Design Statement was necessary to inform residents wishing to develop their properties and any potential property developers. Any future developers have to demonstrate that they have consulted the document. PP can say where parish don't want development, NP can say where development is wanted.
  - l) PP has value statements (what parishioners value about their community) collated from suggestion box and questionnaire and noted alongside action plan about how parish will maintain and support. Action plan needs to plan for the medium term.
  - m) PP and NP recommended to build in review period which parish council would need to bring forward.
  - n) PP and NP needs to sit within NPPF and SDC Core Strategy, all policies and Acts referred to need to be referenced.
  - o) Housing survey can be completed with assistance of Warwickshire Rural Housing.

- p) Ettington may wish to include a history and note historical growth of parish to support statements on development, also consultant wide range of groups and businesses that are based in/use facilities of parish to support value statements.

Rainie thanked Sue for attending, her invaluable insight and answering group's questions.

- Rainie informed members that group had been formally adopted by parish council, she will report to monthly meetings and it is a regular agenda item. PC are happy to fund expenses as and when applied for. Terms of Reference are required to be submitted prior to next PC meeting.
- Chair and Secretary are required. Frank Rogers agreed to be chair to start with, however work commitments may mean he will need to share or step back at some point. Mary Ann Warmington agreed to be Secretary initially.

**Action Points agreed:**

- Rainie to ask parish clerk to inform SDC that parish council have formed Steering Group and PP/NP is underway.
- Rainie to draft terms of reference to circulate for agreement by members.
- Frank to draft communications strategy. It was agreed to include posters, methods of publicity to include wide range of parishioners, regular reports to parish via email, parish newsletter, report on website, etc.
- Barry to draft Housing Stock Survey.
- Frank to view Housing Needs Survey to see if needs have changed.
- All to forward contact details to Rainie, phone nr's, address, correct email to collate and distribute to members.

Next meeting agreed for Wednesday 26th February at 8pm in White Horse.