

Whitchurch on Thames Neighbourhood Plan (NP) Steering Committee (SC)
Minutes of Meeting
Monday 15th May, Greyhound

Attendees:

- Cllr Jim Donahue- PC Chair
- Sarah Hanfrey
- Charles Cotgreave
- Jean-Marc Grosfort
- John Bradon
- Emily Williamson

The Agenda for this short catch up meeting:

1. Approval of the minutes from previous meeting
2. Review lessons learned Consultation in Village Hall on Sat 13th May
3. Prepare for next consultation on Sat 3rd June

1 Minutes

Were approved. John to make minor corrections. Jim to circulate to PC.

2. Lessons learned Consultation in Village Hall

Turnout was OK - 26 visitors came (not including members of Neighbourhood Plan (NP) Steering Committee. The Village Hall was a good venue (central, big enough, open to everyone)

Record of Consultation:

- John has typed up the a list of attendees which is on the Shared Drive (in the Consultation folder) along with photos which we'll need to include in the NP report.
- **Action:** Emily to add consultation material to shared drive for future reference
- **Action:** Jim and Emily to type up verbatim responses to questionnaire.

Emily was congratulated on the quality of the material and we were pleased that everyone had contributed what they'd agreed. Perhaps it would have been helpful to review the questionnaire beforehand but time was tight.

Comments on questionnaire

- Many people took away their questionnaire – will they be returned?
- Some people wanted to comment on the advisability of doing a Neighbourhood Plan at all. (We deliberately didn't allow for this but perhaps that wasn't very open).
- The questions were all text responses. We has agreed to ask open questions and were probably not ready to ask quantifiable questions. However, a further survey based on these initial responses could ask questions with closed responses that which can be analysed (e.g. 60% of people felt that...)
- People didn't like being asked to add their name on the form. (note We agreed to be very careful about data protection issues)(

Feedback on press and website articles about Consultation: Sarah felt that the choice of language in both the village website and Henley Standard article was likely to cause concern. It was difficult to pin down why it didn't give the best impression but it was suggested that we could write and review (as a committee) a simple press release making careful use of language which we could give to any journalist.

We also agreed that having a list of Frequently Asked Questions would be of general use. We could cover such issues as "how can a Neighbourhood plan cover affordable housing. What is meant by affordable housing.

Action (All) this of examples FAQs that it would be worth putting together,

Note: Charles mentioned the Rural Exemption Scheme. It would be useful to understand how this works and whether it could be applicable to WoT.

Prepare for next consultation on Sat 3rd June

Arrive to set up 9:30. No rota.

Will cut down the material (e.g. remove Village Plan background) so that it fits on the frame. (This is much smaller than the Village Hall display boards)

Keep the flow and format as for the last consultation.

Change the questionnaire to make it clear that adding a name is optional. (? Who will do this)

Further Consultation

We agreed to review further consultations after the next one. Some ideas were:

- Try to fix a time possible for people busy on Saturday mornings. Might this be done at the school?
- Do a full survey of everyone in the village. Sarah to investigate methods of doing a controlled anonymous survey. (e.g. electoral reform society service or Electoral Commission)

Next Meeting

The next meeting will be held on Wed 14th June, 8pm in Village Hall.