

**Minutes of the sixth Meeting of the Ewelme Neighbourhood Plan Working
Party 15th May 2017 at 8pm at the Rectory**

Chair: Geoff Watts

Secretary: Shirley Meyer

Present: David Solomon, Andy Green, Andy Evans, Sarah Maine, Chris Jenkins, Ellie Clements, Sue Cooper, David Cooper, Rev. Jonathan Meyer, Roger Moore, Mary Taylor Lane, Keith Fletcher

Apologies: Neil Blake, Gemma Benoliel

NB. For the sake of brevity, participants will be referred to by their initials in these minutes.

Further abbreviations:

- NP(SG) Neighbourhood Plan (Steering Group)
- EPC Ewelme Parish Council
- SODC South Oxfordshire District Council
- TOR Terms of Reference
- SC Steering Committee

1.Introductions: SME introduced the meeting and explained why it had been re-located to the Rectory.

2.Minutes of the previous meeting were approved.

3.The objectives of the meeting: are to develop and progress the village questionnaire.

- GW asked for anyone present to declare a conflict of interest, if they had not already done so.
- Clarification of the Steering Committee (members outlined in the TOR) voting rights was sought. It was agreed that NB should be added to the SC, as he is now the Treasurer. **SME to notify Penny Cooper.**

4. The Purpose of the Questionnaire is to provide us with data to assist us write policies that form our Plan.

Some important points were made about the form of the Questionnaire:

- GW asked the question “ Are we going to work on criteria based issues or specific areas?”

- AG stressed that it is important to work out the criteria first and then apply them to specific areas. He informed us that two types of Questionnaire, a household and a personal one could be done, but that the personal one is more valuable and gives a clearer picture.
- MT-L pointed out that it is potentially divisive if it is not done that way.
- RM suggested that criteria could be developed by looking at SODC criteria first.

This discussion then led on to points arising such as:

- Whether we should use the electoral register to pin point voters.
- How will the survey help to identify challenges, problems and opportunities? We have to locate the evidence.
- There could be potential data issues i.e. if questions are too detailed people may find it intrusive and shy away from answering them.
- Returns could vary from 35%-80% (a high result evidenced from the 2007/8 plan)
- The question of the inclusion of the base came up again and as a decision has already been taken regarding this, we agreed to adhere to this, as the likely response is negligible.

5. The nature of the Questionnaire

GW brought along a selection of questionnaires and completed reports which he had sought. Some people had also looked at the Tetsworth example online and SM described some methods used in the Long Compton Plan.

It was generally agreed to be a good idea to look at other surveys to help inform our own. Important points were considered to be:

- An attractive design (e.g.East Hagbourne).
- The general pre-amble on the cover and at the beginning of each section (e.g. Tetsworth).
- The method of answering questions should be consistent, as far as possible.
- There could be a young person's survey available for those interested although this did not raise much enthusiasm.

GW confirmed that the East Hagbourne survey and resulting analysis had been done by a company called **Community First Oxfordshire**, who specialise in this type of work. They have worked on 11 NPs in Oxfordshire (inc. Benson) and had quoted £ 2090+VAT based on a household survey printed one colour only. Cost is sure to be affected by the number that are printed if we decide to use an individual survey and use additional colours.

GW to look into this. They will print the survey, deliver it to us, analyse the data and produce the report.

PC budgetary constrictions mean that it will be necessary to get other quotes for the same work. **NB to address funding with Penny C. and SODC.** RG suggested asking SODC, as they are likely to know of others.

AG to work out a figure involving his students etc. as a comparison

Community First recommend using FREEPOST for returns which was considered a good idea and would encourage people to take part. Tetsworth had also used a £50 prize draw as encouragement.

6.The timing of the Questionnaire

SM has already booked the Village Hall for 2nd Sept ready for a Village Meeting and launch of the survey. Other suggestions were put forward and it was agreed to defer the final decision. Later in September was discussed. August was considered a poor time due to holidays, as was December for the village engagement.

Moving forward.....it was decided that sub committees would go through the questions they have already formed whilst also looking at other surveys. They will formulate their section to include more comprehensive, relevant and searching questions, which are going to provide us with the data we require.

EC offered to collate all these into one document format for the next meeting.

Therefore it is vital that sub groups deliver their questions to EC within one week(by 23rd May). EC undertakes to produce a draft survey by 5th June which will be circulated to all SC members before the next meeting.

GW made the point that there would come a time when not everyone would be needed to work on the survey. People do need to come forward to organise things such as publicity, village day, engagement etc.

GW to send e-copies of the East Hagbourne survey.

Communications with the EPC:

- NB mentioned in an email that there had been adverse comments at the EPC meeting about the phrasing of an email re. the PC minutes.
- These issues appear to have been cleared up
- It is in our continued interest to have a good working relationship with EPC.

AOB: none

Date of the next meeting: Monday 12th June at the Watercress Centre at 8pm.

SMe to book.

Homework:

- **Sub groups to read own and other questionnaires and formulate new section for which they are responsible. Send to EC by 23rd May.**
- **Individuals to action highlighted points in minutes...please look for your initials!**