

Meeting Notes NPSG 25th Feb 2026

Present: Jenny Craven, Geoff Haines, Paul Newman, Andrew Foster, Tony Jones, Corrine Hoge.

The Neighborhood Plan Steering Group (NPSG) met on 25 February 2026 to evaluate the initial results of their community questionnaire and plan next steps for resident engagement and consultancy.

Questionnaire and Community Feedback: Corinne reported that the **first questionnaire received 167 responses**, representing approximately 10% of the population. Residents made up 84% of respondents, and 79% expressed a preference for being contacted via email. The **top three concerns identified were traffic, HGV traffic, and a lack of parking**. Conversely, respondents most valued the town's proximity to nature (78%), its historical character (66%), and the sense of community (65%).

The group discussed the frequency of future surveys, weighing the need for constant engagement against the risk of "questionnaire boredom". They agreed to **publish a summary of the initial results in the April edition of The Bridge** and distribute **DL-sized leaflets featuring a QR code** to households and businesses to drive further participation. The primary focus remains on permanent residents and businesses rather than visitors.

Consultancy and AI Solutions: Geoff presented research on five potential consultants, noting that government funding for such plans has largely ceased. **Estimated costs for a consultant range from £10,000 for a simple plan to over £20,000** for those involving housing allocations. The group discussed alternative funding through precepts or local organizations like the Chamber of Commerce. Andrew also introduced a **Cloud AI Software solution (<https://govassist.co.uk/>)** that offers a neighborhood planning module for £2,000 per year to help codify the planning process. It also has other modules for other local government activities eg Meeting notes etc

Public Outreach and Steering Group Expansion : The group plans to host a **presentation at the Annual Town Meeting in May** (proposed for the 13th or 20th) to share their vision and gather feedback through interactive methods like sticky notes. There is also a concerted effort to **expand the steering group** to include non-council residents from underrepresented areas of town, such as Witney Street.

Action Items

- **Corinne:** Draft the article for the April edition of *The Bridge* (deadline March 10th) and prepare the leaflet wording and results summary for the upcoming Burford Town Council (BTC) meeting.
- **Jenny:** Re-engage with Isle of Wight and Brize Norton for insights; coordinate planning for the Annual Town Meeting presentation.
- **Geoff:** Follow up with Andrew Thompson at the West Oxfordshire District Council regarding the impact of the coming unitary authority.
- **Geoff:** Invite Tom McCullich from Community First Oxford to attend the next meeting for a free initial consultation.
- **Tony/Corinne/Paul :** Assist with the design/printing of the QR code leaflets and Tony to join the group's WhatsApp communication channel.
- **General:** The next meeting is targeted for **March 19th** to focus on the consultant's offering