

Meeting Notes: Neighbourhood Plan Steering Group (7 July 2026)

Present : Cark Morris, Andrew Foster, Corrine Ash, Jennie Craven, Geoff Haines
Anne Youngson

Subject: Preparation for Public Meeting on Monday, 13 July 2026.

Meeting Objectives & Setup

- **Public Meeting Logistics:** The meeting is scheduled for **19:00 on Monday, 13 July** in the Warwick Hall. The team will meet at the hall at **18:00** to set up the screen, chairs, and flip charts.
- **Primary Goals:** The focus of the public meeting is to **generate enthusiasm and positivity**, gain resident involvement, and clearly answer the question, **"What's in it for me?"**
- **Tone:** The presentation should emphasize that the steering group does not have all the answers yet and is seeking community collaboration rather than presenting a final solution.

Presentation Structure

The presentation order was revised to improve the "story" and flow:

1. **Introduction & Welcome:** The Mayor (Carl) will welcome attendees and present the objectives.
2. **Context Setting:** Background on the Neighborhood Plan, including why it is important now compared to previous attempts in 2009.
3. **What is a Neighborhood Plan?:** A simplified slide (Jennie) explaining the hierarchy from national to local planning.
4. **Benefits & Influences:** Detail on what the plan can specifically achieve (e.g., protecting green spaces, design rules, influencing house locations) versus what it cannot (e.g., direct traffic policy).
5. **Survey Results:** Geoff will present findings from the initial survey (e.g., 68% concern regarding traffic/HGVs).
6. **Breakout Session:** Move to community forum flip charts (see below).
7. **The Process/Work Plan:** Andrew will explain the technical requirements, including the need for evidence-based policies and the final referendum.
8. **The "Do Nothing" Scenario:** Using a map from the current draft local plan to illustrate what happens if the community has no influence over remote planning decisions.

9. **Closing:** Reinforce that "your voice matters" and provide contact details.

Community Forum Breakouts

The group consolidated the forums into **five key areas** for sign-ups:

- **Infrastructure:** Lead: Andrew.
- **Planning & Heritage:** Lead: Jenniey (to help Michael).
- **Environment:** Lead: Gordon (to be confirmed).
- **Economy:** Lead: Tony Jones and Geoff.
- **Well-being (Sport, Leisure, & Intergenerational):** Lead: Corinne.

Note: The primary aim of the breakout is **signing up volunteers**, not yet collecting specific ideas, though post-it notes will be available to capture immediate thoughts so residents feel heard.

Data Management & GDPR

- There is a list of **250 residents** who expressed interest via a previous informal survey.
- Because the data was collected by Corinne Hoge personally, **explicit consent** must be obtained to transfer this data to the Burford Town Council (BTC) for official use.

Administrative & Council Oversight

- The project will be run as a **Town Council project**.
- The Clerk (Christina) requires a proper **risk assessment** and documentation of all meetings in the public domain.
- There was discussion regarding the potential need for **professional consultants** to meet technical legal thresholds, though the group aims to minimize costs by using community expertise.

Action Items

Action Item	Responsible
Update Slide Deck: Simplify visuals; remove wordy text and cartoon images; add the "boxes and arrows" planning hierarchy.	Jennie

Consent Email: Draft and send an email to the 250 contacts (BCC) to request consent to use their data and invite them to Monday's meeting.	Andrew
Data Transfer: Send the existing list of 250 email addresses to Andrew for the consent email.	Jennie
Logistics: Confirm the availability of five flip charts and the big hall; coordinate chair setup for 18:00 Monday.	Jennie / Isabelle
Publicity: Put up more posters and flyers over the weekend to drive attendance.	Carl
Project Planning: Meet to establish a more formal project plan and proposal for the Council following the public meeting.	Steering Group
Next Group Meeting: Scheduled for Wednesday, 22 July at 09:00.	All