

Notes of Meeting using NotebookLM on transcript

This transcript captures a **steering committee meeting** focused on developing a **neighbourhood plan** for Burford. The members discuss creating an **online survey** to gather resident feedback on communication preferences and community concerns, while addressing **GDPR compliance** and data collection logistics. They explore the potential of **AI and data visualization** to analyse local traffic patterns and improve council productivity. The conversation covers **outreach strategies**, such as using QR codes and collaborating with local organisations like the **Chamber of Trade** and primary schools. By researching similar initiatives in nearby towns like **Charlbury and Woodstock**, the group aims to establish a formal framework for **future infrastructure projects** and heritage preservation. Ultimately, the committee seeks to move from informal preparation to a **sanctioned legal mandate** approved by the town council.

Give a list of actions from the meeting

Based on the meeting transcript, the following actions have been identified for the steering group:

Online Survey and Questionnaire

- **Finalise the survey content:** The group needs to review the current questionnaire to ensure it effectively gathers information on how residents receive communications. Specific edits include adding "**business owner or proprietor**" to the participant list, ensuring everything is marked as optional, and changing the emotive phrase "into tourism" to simply "**tourism**".
- **Legal and Technical Compliance:** A **GDPR statement** must be added because the survey collects names and email addresses. Additionally, the group needs to verify with Corin whether the survey can allow multiple-choice selections rather than restricting users to one option.
- **Management of Responses:** A discussion is required with Christina to determine who will receive and consolidate the responses. Jeff (or the speaker) offered to assist with **aggregating and analysing the data**.
- **Distribution Strategy:** The survey will be distributed via a link to various mailing lists (including the school, WI, and district society) and through an article in *The Bridge* magazine. A flyer with a **QR code** will also be placed in letterboxes for residents who prefer using mobile phones.

Research and Character Assessments

- **Town Character Assessment:** One member is meeting **David Cohen** to discuss using the "**Oxford character assessment toolkit**" to walk the streets and fill out a detailed questionnaire. This is intended to create a professional report on Burford's heritage and architecture.
- **Learning from Other Councils:**
 - **Jeff** will contact **West Oxfordshire District Council (WDC)** to ask for a neighborhood plan template and enquire when the last **conservation area review** (character assessment) was conducted.
 - **Andrew** will follow up with a contact in **Chipping Norton** regarding their 2015 plan.

- Members will also seek advice from **Milton-under-Wychwood, Brize Norton**, and the **Isle of Wight** to understand the steps they took and the costs involved.

- **Drafting the "Straw Man" Plan:** Jeff (or the speaker) volunteered to use AI tools to consolidate information from other council plans into a **draft project plan** for the group to review.

Stakeholder and Community Engagement

- **Business Engagement:** Michael and Dan will collaborate to create an **updated list of independent businesses** and points of contact in Burford. Members plan to attend the **Business Breakfast** on Friday at 7:30 am to network with local commercial interests.

- **School Involvement:** Jeff will email **David Cockfield**, the commercial manager at the secondary school, to invite him to join the project, given the school's significant land ownership.

- **Steering Committee Recruitment:** The group intends to talk to **Gordon Jolly** and **Corin** (regarding her potential interest as a councillor) to expand the steering committee to approximately nine members.

- **Heritage Project:** One member will have coffee with Tom to discuss moving a **sarcophagus** away from a wall to be better displayed in the churchyard with appropriate signage.

Council Logistics and Vision

- **Website Development:** There is a proposal to create a separate, creative community website (**bford.info**) to better communicate events and news. This may involve hiring a **freelance creative** or website designer to ensure it is more modern than the current council site.

- **Formal Proposal:** The group must prepare a **one-page report** by tonight/Monday to be included in the council agenda. The objective is for the Town Council to formally approve the group and the plan during the **March meeting**, which will then allow them to officially notify WDC.

Geoff Haines