

## **Abingdon-on-Thames Town Council**

### **Draft Notes of the Abingdon NHP Steering group Meeting held on Wednesday 3<sup>rd</sup> February 2021 at 7.30 pm via Zoom**

#### **Present:**

Louise Brown	Comms, Marketing and Events Officer for ATC
Richard Eastham	Feria
Susan Whipp	Deputy Town Clerk/RFO for ATC
Jim Driscoll	
Hester Hand	
Simon Hills	
Angharad Saunders	
Robin Tucker	
Paul White	
James Wigmore	

#### **1. Apologies**

Apologies were received from Cllr Grace Clifton and Town Clerk, Mr Nigel Warner.

#### **2. Notes**

The Committee received and considered the notes of the meeting held on 21<sup>st</sup> January 2021.

It was **RESOLVED** that the notes of the meeting of the Abingdon Neighbourhood Plan Steering Group held on 21<sup>st</sup> January 2021 be agreed as a correct record and signed by the Chair.

#### **3. Matters Arising**

None.

#### **4. Feedback from Town Council Meeting**

Members considered the minutes of the Town Council meeting of 27<sup>th</sup> January 2021 where the Neighbourhood plan was considered and Simon Hills asked Richard Eastham what he thought a realistic timeframe was. Richard confirmed that he felt it would be possible to produce a draft plan by Autumn 2021. This would then go for a 'pre submission' consultation period lasting 6 weeks, with the aim of having this completed by the end of the

calendar year. Richard Eastham confirmed the timing is dependent on what goes into the plan and that it is hard to give a more specific time frame at this stage.

Hester Hands asked if the Town Council forward plan could be updated to reflect the above time frame and Susan Whipp confirmed it was a living document and could easily be amended to reflect this.

## **5. Confirmation of Terms of Reference**

Simon Hills confirmed to members that the proposed terms of reference had been signed off at the Town Council meeting including amends suggested by members.

He reminded everyone about the code of conduct and encouraged members to ensure they were familiar with them.

## **6. Ferial Urbanism – *review of networks provided and suggested ways to engage them***

Richard Eastham thanked members for sending over their list of contacts and shared his screen to show members the groups that can be contacted through the list of contacts available to us. The groups identified were:

Youth  
Families  
Access Issues  
Sports Services and facilities  
Healthy Town  
Environment  
Culture  
Heritage  
Business

Richard Eastham suggested the next step would be to hold focus groups with the above groups. He advised setting up nine 90-minute zoom sessions with the aim of having between 10-20 people per group.

Simon Hills asked if this approach would collect opinions from a wide enough sample and Richard Eastham confirmed that once this had been done and the opinions collected, a second phase would be carried out that would encourage even more residents to comment on the topics.

It was felt this approach was a proactive way of including as many different sections of society as possible in a safe and effective manner during the Lockdown.

Richard Eastham suggested using Eventbrite as a way to track people's interest and attendance and would work with Louise Brown to get the details on the Town Council Website. The aim would be to get focus groups starting the week commencing 22<sup>nd</sup> February with the work being completed in the next Month.

Hester Hands raised concerns that there was a hard-to-reach category in Abingdon that included people in their mid 20's – mid 30's who did not necessarily have children or fit into the above nine categories. Members felt social media might be a way to capture this particular age range and Louise Brown confirmed the Town Council social media could share any information on the Neighbourhood plan, but a separate page for the steering group would be advisable. Hester Hands confirmed she had a contact that may be able to give some time to the social media for the steering group.

Robin Turner felt it was important not to focus too heavily on Cycling and walking in the healthy Abingdon group as felt this would overshadow other important topics under this heading.

Members also discussed how important accessibility was and how this should be covered in the focus groups.

There was a discussion around political parties and if they would be included and members felt whilst they didn't necessarily need a representation in the steering group, they would be a useful place for sharing information and encouraging enthusiastic residents to get involved in the neighbourhood plan.

Members agreed to look at refining the groups and come up with proposed dates for the meeting and communicate this via email.

Members also agreed to draft an article for the March Town Crier and Simon Hills would work directly with Louise Brown on this.

## **7. Completing the PLACE Assessments**

Richard Eastham shared his screen and went through the gaps still left on the PLACE assessment. He felt the focus group meetings should take priority and that the focus groups might encourage more people to carry out the PLACE assessments.

Richard Eastham confirmed he would email around wording for members to share with contacts.

## **8. Date of Next Meeting**

Members agreed the meetings would be held at 7:30 pm on the first Thursday of the month. The next meeting would take place on Thursday 4<sup>th</sup> March.

Meeting closed at 8:40PM