

# 1<sup>st</sup> Meeting of Sunningwell Neighbourhood Plan Steering Group

25<sup>th</sup> October 2025, Online

## Contributors

Judy Aspinall, Karen Laister, Debbie Neal, Mike Osborne

## Minutes

It was agreed that the following be put forward the following to the 30<sup>th</sup> October SPC meeting:

- Approve formation of a Neighbourhood Plan Steering Group
- Approve the Terms of Reference for the Steering Group (copy approved by SG)
- Approve the initial Membership of the Steering Group (Judy, Karen, Debbie & Mike)
- Approve the Officers of the Steering Group (Mike volunteered as Chair and Judy as Deputy and both were accepted by SG. There was no volunteer for Secretary)
- Approve that the Leads of Working Groups will be invited to Steering Group Meetings
- Approve an invitation to the Steering Group be issued to a named parishioner
- Acknowledge & formally confirm the existence of the Working Groups
- Approve the Terms of Reference for the Working Groups
- Agree that a separate section be created on SPC's website for Neighbourhood Plan matters
- Allocate budget of £100 per WG to be spent at the discretion of the SG
- Consider Neighbourhood Plan branding
- Agree NP budget for 2026/27
- Agree a date (or expected time) for next SG meeting

M Osborne