

3rd Meeting of Sunningwell Neighbourhood Plan Steering Group

7:30 to 9:00pm, Thursday 22nd January 2026, Sunningwell Village Hall

Contributors

Judy Aspinall, Lindsay Judson, Karen Laister, Debbie Neal, Mike Osborne, representatives of the Working Groups, and other residents of the Parish.

Minutes - DRAFT

1. The Chair (Mike Osborne) welcomed residents of the Parish and the representatives of the 5 Working Groups. He thanked all the Working Groups for their hard work in getting their reports so well-advanced. He also explained that a good deal of the Agenda was aimed at what needed to be done for the consultation/leaflet in February; although deciding whether to have this consultation/leafleting was on the Agenda at item 9, we could not take that decision until we have considered whether we have material available to go in it.
2. The Minutes of the previous meeting (9 December 2025) were approved.
3. The Chair thanked to everyone who had made the maps & interactive session at the last meeting (9 December 2025) such a success, and said that he had had nothing other than positive feedback from that meeting. He gave a summary of activities since the last meeting, which was circulated before and at the meeting. The Working Groups had made great progress, kept to schedule, and richly deserved our thanks. He mentioned that the online questionnaire was still live. He also drew attention to the VOWH meeting on 28 January to launch the Template for Neighbourhood Plans. Mike and possibly Karen would attend this meeting.
4. The Chair drew attention to the timetable for the next steps in 2026/Q1 and beyond. The main activities would be the preparation and circulation of the leaflet (subject to item 9), informing the Parish of the work of the Working Groups and asking for feedback. There would be further meetings in the Sunningwell Village Hall:

5 February: Steering Group meeting, open to everyone, to agree the leaflet for printing and the WG reports for publication on the website, and to make decisions about the meetings in March.

5 March: an open Neighbourhood Plan meeting to present the Working Group reports and the feedback received on them to residents of the Parish.

7 and 8 March: drop-in sessions at family friendly times for the same purpose.

2 April: Steering Group meeting, open to everyone.

This was all agreed.

5. Debbie presented the Neighbourhood Plan 'Logo'/Image, a copy of which was circulated before and at the meeting. This was approved: it was agreed that it clearly said what it is for, and so was clearly identifiable now and in the future; it was appropriately related to the SPC logo; and it contained Inclusive mention of all four Parish communities.

It was agreed that all future Neighbourhood Plan documents should include the logo; many older documents would eventually become Appendices, etc., when the Neighbourhood Plan was finalised, and that the logo could be added to them then.

Debbie raised the question of the Report's appearance: it needed to be as good as possible to do justice to all the hard work which had been put into it. There was a brief discussion about whether to use Word or a DTP package.

6. Karen presented a review of feedback from the current on-line survey, which was circulated before and at the meeting. The survey was only available online, responses to date had been limited: 15 in all, of which seven were from residents of the Parish who are not on a Working Group. The quality of the responses was very good, and responses resonated with what the Working Groups were saying. More responses should be encouraged, as we want to be guided by residents of the Parish and others from outside the Parish (e.g. parents of children attending the school), and to be seen to be so guided.

7. The Working Group Reports, which were circulated before and at the meeting, were reviewed. Mike and Karen both thanked the Working Groups for progressing these so well and so professionally. A number of comments and corrections in relation to each of the Reports had been received by the Chair before the meeting, and a number of suggestions were made at the meeting itself; these were all very helpful, and further comments were encouraged. It was agreed that the Working Groups should deal with these, and that further comments should be sent to Mike for forwarding to the relevant Working Group. Mike noted that each Report spoke about the importance of preserving the character of the Parish, and so the Heritage and

Character Report had to do the heavy lifting of defining what that 'character' is: more work needed to be done on this in relation to all the various parts of the Parish.

8-9. The questions suggested by the Working Groups to be posed to the Parish were considered. It was agreed that these should be revised by the Steering Group and incorporated, together with summaries of the Working Groups' Reports, into an 8-page leaflet (a 1-page overview 5 x 1-page summary of each Report, and a 2-page Questionnaire). The Chair encouraged residents of the Parish to send him comments. There was a very helpful discussion of who might leaflet various parts of the Parish and encourage residents to complete the Questionnaire.

The Chair reported that 400 copies would cost £85-94 depending on the delivery time required

Dates of Next Meetings

5 February – Steering Group meeting for sign-off the Leaflet for printing and the Working Group Reports for publication on the website.

5 March 7:30pm Sunningwell Village Hall: Open Neighbourhood Plan Meeting to present WG reports, and the subsequent feedback received, to the parish and to hear further comments.

7 & 8 March daytime Sunningwell Village Hall: Weekend 'drop-in' sessions.

The possibility of displays, at, for example the Flowing Well, the Cricket Club, Beaumont Care Home was mentioned.

2 April – Date reserved at Sunningwell Village Hall for the next Steering Group meeting.

Lindsay Judson