

5th Meeting of Sunningwell Neighbourhood Plan Steering Group

2 pm, 16 Mar 2026, Sunningwell Village Hall

Agenda

1. Welcome (Chair)
2. Approval of Minutes of previous meeting (DN – Acting Secretary)
3. Summary of activities since last meeting – briefing note in advance (MRO 10 mins)
4. Review of feedback and any resulting actions: (All/KL 30mins)
 - from leaflet
 - from drop-in meetings
 - from survey
5. Consultation Statement Template – Review & how to complete (10 mins)
 - Summary of consultation actions already taken. Consideration of adequacy. (MRO)
 - Summary of consultation actions remaining to be done. (MRO)
 - Who will complete and by when? (All)
6. Neighbourhood Plan Template – Review & how to complete (20 mins)
 - Sections of the template that are “factual background” (MRO)
 - Who/how to complete the above sections? And by when? (All)
 - Sections of the template that are specific to Sunningwell NP (MRO)
 - Who/how to complete these sections? And by when? (All)
7. NP at APM on 28 May – Discussion (10 mins)
 - Draft NP (including policies) to be on website 3 weeks in advance? (30 Apr?)
 - APM as closing-date for feedback on Policies prior to Reg 14 submission of plan?
8. Date of next Meeting

Close by 3:30pm