

# 5<sup>th</sup> Meeting of Sunningwell Neighbourhood Plan Steering Group

2.00-3.30 pm, 16 Mar 2026, Sunningwell Village Hall

## Contributors

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

Minutes - DRAFT

1. The Chair (Mike Osborne) welcomed residents of the Parish and the Working Groups' representatives. He noted that some other representatives who could not attend had expressed their willingness to assist with the next steps in the process.
2. The Minutes of the previous meeting (5 February 2026) were approved.
3. The Chair spoke to the summary of activities since last meeting which had been circulated in advance. He drew attention to conversations that had taken place with Cheryl Soppet, Planning Policy Officer at VOHW, who would be engaging closely with the NP process, and Jan Banfield, a planning expert, who had expressed willingness to assist and who was very complimentary about our work so far.
4. The Group reviewed feedback about the questionnaire leaflet which had been very positive. In the light of parishioner feedback it was agreed to make minor changes to three of the Working Group Reports. In relation to the three drop-in meetings, it was noted that attendance had been good, that many people had stayed for a long time, and that they found the materials, especially the maps, informative and enlightening about the parish.

The preliminary results of the survey were discussed. There had been over 50 responses so far, which it was agreed was a good response rate. It was agreed that there was some work to be done to encourage responses from some underrepresented demographic groups.

5. The Chair gave a brief guided tour of the Consultation Statement Template. He said that he could produce a first draft of much of the required material, and it was agreed

that he should produce a first draft and circulate it for comment, but that a wider group would have to consider our Vision and Objectives (section 8.1.9).

6. The Chair gave a brief guided tour of the Neighbourhood Plan Template. As with the Consultation Template, many sections consisted of “factual background”, which it was agreed that the Chair should complete on a first-draft basis. The sections on Vision and Objectives, Policies (it was noted that these have to relate to land use) and Aspirations (these are not restricted in this way) would need to be tackled by a wider group.

It was agreed that the Steering Group should recommend to the Parish Council that the Group be extended by the addition of at least one representative of each Working Group for the purpose of developing the Vision and Objectives sections of both documents, and the Policies and Aspirations sections required for the NP. It was agreed that the Chair would share with this extended Group the SG’s One Drive folder containing the most relevant documents, and that he would set up a WhatsApp group for the extended SG.

7. There was a discussion of the timetable. It was agreed that significant progress on the Vision and Objectives sections, and the NP’s Policies and Aspirations needed to be made by the date of the next Steering Group’s meeting; that the Group should aim to put a draft Neighbourhood Plan and Consultation document on the SPC website by the end of April or thereabouts for final consultation with the Parish, with a cut-off for feedback of the Annual Parish Meeting on 28 May. It was noted that formal submission of the Reg 14 Pre-Submission Consultation to the VOWH had to be preceded by consultation with the District Council’s Officers
8. Date of next Meeting. It was agreed that 2 April would be difficult and that the Chair would arrange a slightly earlier date.

Lindsay Judson