

7th Meeting of Sunningwell Neighbourhood Plan Steering Group

7:30 pm, 23 April 2026, Sunningwell Village Hall

Minutes - DRAFT

Contributors:

Judy Aspinall, Robert Chorley, Bob Evans, Lindsay Judson, Karen Laister, Debbie Neal, Mike Osborne, Richard Youdale

Apologies: Liz Browne, Duncan Graham, Andrew Hoare, James Weeks, Liz Delacave, Bruno Delacave

1. The Chair welcomed the Steering Group.
2. The Minutes of the meeting held on 31 March 2026 were approved. In response to a question from one member of the Group it was noted that the draft Minutes are circulated to the Group in advance of the next meeting, and are uploaded to the Neighbourhood Plan section of the Parish Council website. The version on the website is replaced by the approved version once this is available.
3. The Chair spoke to the summary of activities since the last meeting which had been circulated in advance. There was a general discussion, in which it was agreed that good progress had been made with both the Neighbourhood Plan and Policies.
4. There was a discussion of the Chair's note of the steps remaining in the Neighbourhood Plan process and of the timescales involved which had been circulated in advance. The Group agreed that it should continue to aim (i) to submit a near-final draft of the Neighbourhood Plan to the next Parish Council meeting (30 April 2026); (ii) if approved by the Parish Council, to make it available on the NP website inviting further feedback by residents of the Parish and some other stakeholders, and (iii) at the same time to submit them to VOWHDC for Strategic Environment Assessment screening; (iv) to close the feedback process at or soon after the Annual Parish meeting on 28 May 2026; (v) after finalising the document in the light of this further feedback, to submit to VOWHDC for comment the prior to the Regulation 14 Pre-submission Consultation process, probably in July 2026.
5. The Chair introduced discussion of the current draft of the Neighbourhood Plan, and invited members of the Steering Group to circulate any post-meeting comments on the entire document they wished to make.
 - There was a lengthy discussion of two draft versions of the Vision statement. It was agreed that both versions had strengths and weaknesses, and that JA would produce a new draft and circulate it to the Group for discussion.

- The Group discussed the statement of Objectives, and members made various suggestions for revision; they were invited to circulate any post-meeting comments they wished to make as well.
- There was a lengthy discussion of the draft Policies. The Group agreed to omit Traffic Policy TT4, 'Residential Parking and Cycle Storage', subject to consultation with the Traffic WG; and that with this change the balance between the various policy areas was right. Members of the Group made various suggestions for revision to the wording of the Policies. The Chair undertook to circulate revised versions of the Objectives and Policies for comment ahead of the SG's submission to the Parish Council.

6. and 7. These items were taken together. The Group discussed the question of the inclusion of a list of Non-Designated Heritage Assets at some length. It was noted that the Group did not have definitive information about the potential consequences in planning terms of a property being included in this list and about whether present and/or future owner's consent was required. For this reason the Group decided that (i) the list should, at this stage, only include properties and other assets for which these issues were unproblematic; (ii) owners' consent could not reasonably be sought until they could be given some clearer guidance on these points, and the schedule for the NP should not be held up by this; (iii) notwithstanding this, a neutral list of heritage assets could be included in the NP with the clear proviso that this was illustrative only and not itself a list of Non-Designated Heritage Assets nor an application for these Assets to be so designated; (iv) that buildings might be included in such a list either because of their architectural importance or because of their association with important past occupants.

The Group agreed that the entire Neighbourhood Plan draft should be posted on the NP website after approval by the Parish Council, but that it should be accompanied by a short introductory document explaining the context of the Policies it contains. The Chair's draft of such a document was welcomed, and he undertook to revise it in the light of comments. How the invitation for further feedback would be publicised was not decided and was deferred to the Parish Council Meeting on 30 April.

The Group agreed that it was realistic to expect to have the Neighbourhood Plan and Policies in a form suitable for publication on the Parish Council website by the time of the next SPC meeting on 30 April.

8. It was agreed not to set the date of the next meeting of the Steering Group at this stage, as the fine-tuning of the necessary documents by the Group could be done by e-mail.

The meeting closed at 9.12pm.

Lindsay Judson