

8th Meeting of Sunningwell Neighbourhood Plan Steering Group

7:30 pm, 4 June 2026, Sunningwell Village Hall

Minutes - DRAFT

Contributors:

Judy Aspinall, Liz Browne, Robert Chorley, Bruno Delacave, Bob Evans, Duncan Graham, Lindsay Judson, Rachel Nuttall, Mike Osborne

Apologies: Liz Delacave, Andrew Hoare, Debbie Neal, Karen Laister, James Weeks, Richard Youdale

1. The Chair welcomed members of the Steering Group and Rachel Nuttall to the meeting.
2. The Minutes of the meeting held on 23 April 2026 were approved.
3. The Chair took the meeting through the summary of activities since the last meeting which had been circulated in advance.
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. It was noted that we had until the beginning of July to add in what is still needed for the Neighbourhood Plan, namely some background documents, and principally the two Appendices on Important Views and on Non-Designated Heritage Assets (NDHAs).
5. There was a discussion of the feedback on the Policy Draft of Neighbourhood Plan. The Chair reported that an invitation to give feedback had been issued in the 26 May Parish Council Newsletter. There had been 5 responses so far, and he encouraged everyone to submit feedback, noting in particular that this was a better time for any negative feedback than after the deadline for comments, which was now the end of June. Feedback on the Policy Draft could be submitted online in a text box; it could be of any length, and could be made anonymously. He reported that the major landowners in the Parish had been contacted and encouraged to give feedback.
6. There was a discussion of the Important Views Appendix. It was agreed that a lot more views should be included, and the Chair encouraged everyone to submit more photographs and suggestions for views to neighbourhoodplan@sunningwell-pc.gov.uk : it was agreed that it would be good in particular to have more views from houses and from Parish footpaths.
7. There was a lengthy discussion of the Non-Designated Heritage Assets Appendix. It was noted that the principal reasons for the inclusion of NDHAs in the NP was to help prevent inappropriate development or destruction of features that are valued by

residents and to discourage speculative developers. It was noted that the process leading to the inclusion of an NDHA was by way of a nomination by an individual (on a standard form), pre-screening by the Steering Group and the Parish Council, and assessment by VOWH against published criteria. It was agreed that the term 'listing' should be avoided since it has a distinct technical planning meaning.

The meeting discussed how to proceed in relation to the three types of case:

- Non-controversial items: these included NDHAs owned by the Parish such as the Sunningwell Village Pond, Village Green, the phone box, and the Bayworth Triangle. The Old Golf Course, owned by the Oxford Preservation Trust, was also agreed to be uncontroversial. It was agreed not to include the Sunningwell Village Hall (though it would be specified as a community asset).
- Individual buildings: the SG's policy of not including these against the owner's wishes was reaffirmed, though it was noted that owner's consent was not a requirement of the formal NDHA process, and that other Parishes (e.g. Cumnor) had not adopted this policy. It was agreed that there should be a mail-drop to all houses in the Boars Hill part of the Parish and to a selection of other houses in the Parish, consisting of the application form and a covering letter which the Chair undertook to write. It was essential that anyone discussing possible application with a house-owner refer them to the Factual Information document that would be published on the Parish Council's website, accessible from <https://sunningwell-pc.gov.uk/neighbourhood-plan/>
- Clusters: it was agreed that in this case the consent of every owner should not be required, and that cases in which there was a division of views among the owners would be decided on a case-by-case basis. It was agreed that while a formal definition of a cluster was perhaps impossible, obvious clusters included:
 - the group of 14 Arts and Crafts-style houses in Boars Hill (it was noted that not all of these may date from the Arts and Crafts period, but that if so they nonetheless formed part of the history and character of this part of Boars Hill).
 - Beaulieu Court
 - Church Farm
 - The group of five cottages on the north side of Foxcombe Road between Thorns and Danesfield
 - Long Furlong
 - Dark Lane
- It was agreed that the owners of the houses in each cluster should be approached by a volunteer on behalf of the SG, and appropriate volunteers were identified for most clusters. It was essential that these volunteers refer the house-owners to the Factual Information document that would be published on the Parish Council's website, accessible from <https://sunningwell-pc.gov.uk/neighbourhood-plan/>

It was further noted that nothing prevented the inclusion of a house both as part of a cluster and as an individual heritage asset.

8. There was a discussion of the procedure for amending the published Working Group Reports, a question which had arisen in particular because members of the Biodiversity WG had asked whether the results of a water-vole survey could be added to their Report. It was agreed that additions or amendments to WG Reports could be made by the Parish Council, as the body which would continue in being after the SG's work was completed, after consulting the members of the WG in question. It was also agreed that any such amendments should state the date on which this was added to the document, and a note saying that it was not included in any consultation that occurred prior to this date.
9. It was agreed that the dates of the next two meetings of the Steering Group would be Thursday 2 July and Tuesday 14 July, both at 7.30pm in the Village Hall.

The meeting closed at 9.00pm.

Lindsay Judson