

# Warborough & Shillingford

## Neighbourhood Plan Review Steering Group Minutes

Date Friday 12<sup>th</sup> January 2004; 11am; on-line

Present: Laurie Kosobucki (LK) – Chair; Kate Croudace (KC); Steve Taylor (ST); Richard Pullen (RP); Mike Bicknell (MB); Tim Hill (TH); Helen Close (HC); Emma Keene (EK)

Apologies: Steve Ash (SA); Liz Eaton (LE); Megan Hanson (MH)

Visitors: Stephen Mckenna (Community First Oxfordshire) (SM); Sharon de Bru (Bluestone Planning) (SB)

### Declaration of interests

None.

### Approval of minutes and update of actions

Previously circulated changes to the minutes from the meeting on Friday 8<sup>th</sup> December 2023 were approved.

The status of actions were updated (see table below), noting the following:

- Actions related to wider community assets have been passed onto the Parish Council.
- 10.12: RP has identified an up-to-date asset list held by the PC that could be passed onto the team.
- Various actions are now being managed within the policy framework document (see below).

### Steering Group composition

- Eliza Jones has resigned from the Steering Group w/e 1<sup>st</sup> January 2024. Our thanks go to her for her sustained efforts over a significant period of time.
- Emma Keene is formally moving into a 'PC representative' role, with Megan Hanson moving into a co-opted position.

**Action: LK to send updated ToRs to clerk**

### Treasury Update

EK reported that existing grant can be closed off, following this month's payroll run.

**Action: EK to start next grant application asap**

### Policy review

The team discussed and agreed upon the framework to be used for managing the collection of evidence and drafting/review of policies. The document was populated with the support of SM & SB.

## Communications

Outline content for February's Parish Magazine was agreed.

**Action: EK to liaise with NM in relation to PC content, and prepare draft of our submission for review by LK.**

## AOB

- **Action: LK & EK to represent group at 'Fresher's Fair' on 3<sup>rd</sup> February.** (KC in reserve)
- Communication has been received from representatives of the owners of Ferry House.  
**Action: TH to reply following guidance from SODC.**

Date of next meetings:

**Friday 2<sup>nd</sup> February; 1pm; The Lo'ans**  
(expect meetings to be 1<sup>st</sup> Friday of the month)

## Summary of actions

4.11	TW to respond to villagers in conjunction with RP. Request data to understand basis for concern raised in correspondence. RP will follow up in person with parishioners.	Closed
9.2	MH to request response go out to agent to confirm process	Superseded
9.3	RP to talk to PCC about community assets	Closed
10.1	LK to update ToR and resolve any issues around number of PC representatives	Done
10.5	SA to put together outline budget for [biodiversity]	In progress
10.7	SA to talk to Dorchester to ask about plans in relation to the lagoon being a possible green space	In progress
10.12	RP to draft updated Assets List	In progress
10.14	LK/TH to progress [design code]	Superseded (policy doc)
10.15	LK/ST/MB to develop landscape assessment	Superseded (policy doc)
10.16	LK/ST/MB to draft a revised Views/Green Gaps policy	Superseded (policy doc)
10.17	LK/ST/MB to draft a revised Local Green Space policy	Superseded (policy doc)
10.18	LK/TH to draft a revised Village Character policy	Superseded (policy doc)
10.19	KC to update evidence base with new census data	Superseded (policy doc)
10.20	SA to feedback to LK/ST/MB whether the 'Millenium ditch' fulfils the criteria for a local green space	In progress
11.1	LK discuss with diocese about community assets	Closed

11.2	LK to distribute minutes of Ferry House meeting	Done
11.3	SM update new VC1 Policy, it should state C subject to A&B, B subject to A	Superceded (policy doc)
11.4	SM to update H3 Infill Policy in line with village requirement to tighten Infill Policy. Discussed using words similar to what is within the W&S NP Infill wording	Superceded (policy doc)
11.5	Action: Review Policy document and get comments to SM:ALL	Superceded (policy doc)
12.1	LK to send updated ToRs to clerk	
12.2	EK to start next grant application asap	
12.3	EK to liaise with NM in relation to PC content, and prepare draft of our submission for review by LK.	
12.4	LK & EK to represent group at 'Fresher's Fair' on 3rd February	
12.5	TH to reply [to Ferry House representatives] following guidance from SODC	