

# Warborough & Shillingford

## Neighbourhood Plan Review Steering Group Minutes

Date Friday 1<sup>st</sup> November; 1pm; Lo'ans, Shillingford

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

Apologies: Tim Hill (TH); Liz Eaton (LE)

### Approval of minutes and update of actions

The minutes from the meeting on Friday 4<sup>th</sup> October 2024 were approved.

The team expressed thanks to Floss Keene for her sterling efforts over her summer vacation writing the “Strategy for People and Nature” document. There was significant public praise of its contents from local experts at our recent consultation event.

The status of actions were updated (see table below).

17.5 – ST has written to Benson Parish Council via their clerk. No response yet.

19.5 – MB to take new photo of Cricketers redevelopment and send to Bluestone

20.7 – FK clarified draft documents had not been circulated.

### Treasury update

EK reported that current grant has now been fully spent and she is going through the formal closedown process with Locality. Intends to subsequently apply for a grant for remaining funds of £3710 to cover support with preparation of final submission documentation. Will present future spending plans to Parish Council for approval. These will be included in the stage gate report (see below).

### Consultation event de-brief

The feedback from the on-line form filled in by attendees was reviewed in conjunction with feedback from those responsible for individual tables. The team ensured that new evidence was incorporated as appropriate and identified areas where further clarity/explanation might be required. Feedback from respondees was overwhelming positive and a stage gate report is in preparation to present to the Parish Council at their November meeting.

### Neighbourhood Plan

Team went through policies assigning reviewers. It was agreed that the document would be re-organised to align with Bluestone’s advice. It will be presented to the Parish Council at their November meeting for approval to go to Regulation 14 on the understanding that further minor changes may be subsequently required to:

- Meet recommendations of SODC and/or Bluestone
- Correct typos and/or omissions identified by the consultation currently underway with Parishioners who were not able to attend the consultation event on Wed 30<sup>th</sup> October.

The team discussed and agreed, based on advice provided by Bluestone:

- Strategy for classification of importance of views
- Strategy for identifying potential areas of parking concern (for inclusion into H4

**Action: ALL review assigned section and feedback any proposed changes to NP document to LK by tomorrow.**

**Action: MB to send finalised list of views to LK for inclusion into NP.**

#### Planning for Regulation 14 pre-submission consultation

Agreed – aiming to go to Regulation 14 pre-submission consultation on Fri 15<sup>th</sup> November. SODC has provided a list of statutory consultees.

Prior to this we need to give notice to individuals directly impacted by proposed new Non-Designated Heritage Assets, Local Green Spaces and Green Gaps. **Action: MB to identify these individuals, their contact details and draft communication to go out to them.** This needs to be ready for Monday 11<sup>th</sup> November. Intend to deliver local correspondence by hand, and e-mail/post to non-locals.

For the consultation itself:

- **Action: MB to draft hard copy of feedback form, referring to PC's privacy policy.**
- **Action: LK to convert to on-line form and organise printing of form and hardcopies of documents for church (to be agreed)**
- **Action: MB/KC to draft notice and prepare posters for noticeboards**
- **Action: MB/KC to review list of statutory consultees provided by SODC and add in any landowners who have requested to have been kept informed.**
- **Action: EK to liaise with Parish Clerk to have material available on Parish Council website**

It was agreed to extend the period of consultation a few days beyond the statutory required minimum to compensate for the Christmas Bank Holiday period which falls within it.

#### Communications

**Action: EK & LK to liaise over communication for December Parish Magazine.**

Date of next meeting:

**Friday 6<sup>th</sup> December; 1pm; Lo'ans (if required)**

### Summary of actions

17.5	ST to talk to Benson PC/SODC to ensure this planting [to protect views from Green] does not get overlooked	In progress
19.3	ALL to check for omissions/errors on non-designated heritage asset list in WS.H03	Done
19.4	ALL to send surfacing examples to SB (if not readily identifiable)	Closed
19.5	<del>LK</del> MB to send original photos [of infill/redevelopment] to SB	In progress
19.7	ALL look at trees & hedgerows list and check veracity	Done
19.8	RP & TH to identify good examples [of extensions] and provide pictures where missing.	Done
19.9	RP & TH to provide example of house with solar panels and any other missing [climate change related] pictures	Done
20.1	TH to review ones [non-designated heritage assets in design code] in Warborough	Done
20.2	LE to consult archive/parishioners for data [around worker's cottages near Plough Field]	Superceded
20.3	EK & ST to co-ordinate adding [village responses] into flooding evidence base	Done
20.4	ALL: get any 'in progress' photos to SB by Tuesday 8th October	Done
20.5	ST to add view info into the "Strategy for People & Nature"	Done
20.6	LK to send SB copy of latest version of NP before leaving for holiday	Done
20.7	KC to follow up with them highlighting timescales on which the document will go into the public domain should they have any feedback.	Superceded
20.8	LE to ask villagers around Greet Hall for any evidence relating to road/sewer flooding from ~8 years ago	Done
20.9	KC to draft intro[duction for consultation event]	Done
20.10	EK to provide comms for November Parish Magazine	Done
20.11	MB to undertake comms before/after consultation event	Done
20.12	RP to check availability of church to hold paper copies of any Regulation 14 documents.	In progress
21.1	ALL review assigned section and feedback any proposed changes to NP document to LK by tomorrow	
21.2	MB to send finalised list of views to LK for inclusion into NP	
21.3	MB to identify these individuals [impacted by new policies], their contact details and draft communication to go out to them	
21.4	MB to draft hard copy of feedback form, referring to PC's privacy policy.	
21.5	LK to convert to on-line form and organise printing of form and hardcopies of documents for church	
21.6	MB/KC to draft notice and prepare posters for noticeboards	
21.7	MB/KC to review list of statutory consultees provided by SODC and add in any landowners who have requested to have been kept informed	
21.8	EK to liaise with Parish Clerk to have material available on Parish Council website	
21.9	EK & LK to liaise over communication for December Parish Magazine	