

Warborough & Shillingford

Neighbourhood Plan Review Steering Group Minutes

Date Friday 31st January 2025; 1pm; Lo'ans, Shillingford

Present: Laurie Kosobucki (LK) – Chair; Kate Croudace (KC); Steve Taylor (ST); Richard Pullen (RP); Tim Hill (TH); Liz Eaton (LE); Mike Bicknell (MB); Sharon de Bru (SB; Bluestone Planning - remote)

Apologies: Emma Keene (EK)

Approval of minutes and update of actions

The minutes from the meeting on Friday 1st November 2024 were approved.

LK/ST requested that additional context be minuted in relation to the meeting of 4th October 2024 for clarification of action 19.13: The Parish Council intended to keep pushing for flooding evidence as the written responses gathered in relation to providing examples of river flooding (few examples provided) did not align with verbal evidence provided by villagers to the NP team (significant impact).

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

Helen Close has stepped down from the Steering Group. The team wish to thank her for all her hard work and support over the previous two years.

Treasury update

No update. **Action: LK to follow up with EK separately.**

Regulation 14 feedback

The team reviewed all the feedback from the regulation 14 consultation and agreed high-level responses to each. **Action: LK, MB and ST to meet to provide first draft of detailed responses to Bluestone for review by Thu 6th Feb.**

In addition:

Action: MB to collate additional evidence around car use vs sustainable transport. Might be relevant to both Infill and Parking provision policies.

Action: KC to talk to school about importance of availability of Forest School site.

Action: TH to add summary of landowner feedback into working document collating responses.

Action: ST to ensure all flooding evidence gathered by Plough Field appeal team is included in NP evidence base where appropriate

Action: RP to review Design Code & Character Appraisal.

SB updated the team on current legislative landscape particularly the expected impact of any changes announced by the new Labour government. The Joint Local Plan is proceeding; we should ensure alignment with it. Agreed to keep to current decision over allocation and continue to monitor the situation.

Planning for Regulation 16 consultation

Agreed – aiming to go to Regulation 16 consultation in March, ideally with sign-off by Parish Council at 5th March meeting.

Action: RP to gain agreement from PC in February meeting to hold EGM in March if required.

Action: MB to work on first draft of Consultation Statement. SB noted that web links to other content is now allowed within it. **Action: KC to provide final database of Reg 14 consultees**

Action: LK to prepare updated version of NP (with support from SB)

Bluestone will prepare Basic Conditions Statement.

SODC will be responsible for holding Regulation 16 consultation. Team will need to submit NP underpinned by [initially] private website holding supporting documents. All regulation 14 respondents are statutory consultees for Reg 16 consultation.

Communications

Action: LK to prepare March Parish Magazine update. Agreed should thank parishioners for engaging with the pre-submission consultation, and request that they should keep monitoring village noticeboards for any info on regulation 16 consultation.

AOB

LK reported back from ONPA meeting. Some interesting statistics had been presented in relation to the proportion of new dwellings between 2011 and 2021 that were 3 bed & above (based on census data). Consider adding into our housing mix policy.

Date of next meeting:

Friday 21st February; 1pm; Lo'ans

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 |
| 19.5 | ✗ MB to send original photos [of infill/redevelopment] to SB | Done |
| 20.12 | RP to check availability of church to hold paper copies of any Regulation 14 documents. | Done |
| 21.1 | ALL review assigned section and feedback any proposed changes to NP document to LK by tomorrow | Done |
| 21.2 | MB to send finalised list of views to LK for inclusion into NP | Done |

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| 21.3 | MB to identify these individuals [impacted by new policies], their contact details and draft communication to go out to them | Done |
| 21.4 | MB to draft hard copy of feedback form, referring to PC's privacy policy. | Done |
| 21.5 | LK to convert to on-line form and organise printing of form and hardcopies of documents for church | Done |
| 21.6 | MB/KC to draft notice and prepare posters for noticeboards | Done |
| 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 | Done |
| 21.8 | EK to liaise with Parish Clerk to have material available on Parish Council website | Done |
| 21.9 | EK & LK to liaise over communication for December Parish Magazine | Done |
| 22.1 | LK to follow up with EK separately [for financial update] | |
| 22.2 | LK, MB and ST to meet to provide first draft of detailed responses to Bluestone for review by Thu 6th Feb. | |
| 22.3 | MB to collate additional evidence around car use vs sustainable transport | |
| 22.4 | KC to talk to school about importance of availability of Forest School site | |
| 22.5 | TH to add summary of landowner feedback into working document collating responses | |
| 22.6 | ST to ensure all flooding evidence gathered by Plough Field appeal team is included in NP evidence base where appropriate | |
| 22.7 | RP to review Design Code & Character Appraisal. | |
| 22.8 | RP to gain agreement from PC in February meeting to hold EGM in March if required | |
| 22.9 | MB to work on first draft of Consultation Statement | |
| 22.10 | KC to provide final database of Reg 14 consultees | |
| 22.11 | LK to prepare updated version of NP | |
| 22.12 | LK to prepare March Parish Magazine update | |