

Warborough & Shillingford

Neighbourhood Plan Review Steering Group Minutes

Date Friday 21st February 2025; 1pm; Lo'ans, Shillingford

Present: Laurie Kosobucki (LK) – Chair; Kate Croudace (KC); Steve Taylor (ST); Richard Pullen (RP); Mike Bicknell (MB); Sharon de Bru (SB); Erin Stone (ES) (SB&ES - Bluestone Planning - remote)

Apologies: Tim Hill (TH); Liz Eaton (LE); Emma Keene (EK)

Approval of minutes and update of actions

The minutes from the meeting on Friday 31st January 2025 were approved.

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

17.5 – ST had followed up again with Benson NP & Parish Council. The planting is specified as a contractual requirement in the housing scheme. **Action: ST to update view description to reflect this.**

22.3 – Evidence has been collated but policies still need to be updated to refer to it. **Action: MB to update policy wording.**

LK noted that Bluestone now 'own' the draft regulation 16 version of the plan, so any proposed changes should be forwarded onto ES for inclusion.

Treasury update

The final Bluestone invoice has been received. Remaining grant funding is allocated to printing costs.

Review of Regulation 16 draft

The team reviewed and agreed changes to the draft plan based on the responses to the regulation 14 pre-submission consultation.

Since the pre-submission consultation has taken place, the team has become aware that the conservation officer at SODC maintains their own list of non-designated heritage assets in Shillingford. LK has written to SODC seeking clarification. SB confirmed that it would be possible to update the NDHA list for the reg 16 consultation should there be additional assets identified by SODC that are not currently included.

Planning for Regulation 16 consultation

Agreed the following timings:

6th March – review status – Go/No Go decision. If 'Go', request Parish Council EGM for 12th March, and have final version of documents ready for circulation to PC & SODC on 10th March, with a view to formally submit to SODC on the 13th March. **Action: LK to update SODC on proposed timings.**

Dependency: SEA/HRA screening application – **Action: LK to chase**

Remaining work required from steering group:

Action: KC to provide regulation 16 list of consultees

Action: KC to provide Parish Mag photos to MB

Action: MB to prepare consultation statement (SB confirmed she can provide information/photos from walking workshop)

SODC are responsible for organising and publicising the regulation 16 consultation. **Action: LK to ask church if they will be able to hold hard copies of documents.**

Communications

Action: LK to prepare final stage gate report for Parish Council

Action: LK to prepare April Parish Magazine update.

AOB

In order to support the Parish Council once the revised plan is made, the spreadsheet put together by Pat Elder will need updating. **Action: ST to update**

Date of next meeting:

Friday 7th March; 1pm; Lo'ans/Teams

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	Done
22.1	LK to follow up with EK separately [for financial update]	Done
22.2	LK, MB and ST to meet to provide first draft of detailed responses to Bluestone for review by Thu 6th Feb.	Done
22.3	MB to collate additional evidence around car use vs sustainable transport	Done
22.4	KC to talk to school about importance of availability of Forest School site	Done
22.5	TH to add summary of landowner feedback into working document collating responses	Done
22.6	ST to ensure all flooding evidence gathered by Plough Field appeal team is included in NP evidence base where appropriate	In progress
22.7	RP to review Design Code & Character Appraisal.	Done
22.8	RP to gain agreement from PC in February meeting to hold EGM in March if required	Done
22.9	MB to work on first draft of Consultation Statement	Done
22.10	KC to provide final database of Reg 14 consultees	In progress
22.11	LK to prepare updated version of NP	Done
22.12	LK to prepare March Parish Magazine update	Done

23.1	ST to update view description to reflect this [contractual planting]	
23.2	MB to update policy wording [to refer to evidence of car use]	
23.3	LK to update SODC on proposed [reg 16] timings	
23.4	LK to chase [SEA/HRA screening]	
23.5	KC to provide regulation 16 list of consultees	
23.6	KC to provide Parish Mag photos to MB	
23.7	MB to prepare consultation statement	
23.8	LK to ask church if they will be able to hold hard copies of documents [during reg 16 consultation]	
23.9	LK to prepare final stage gate report for Parish Council	
23.10	LK to prepare April Parish Magazine update.	
23.11	ST to update [spreadsheet used by PC to support review of planning applications]	