

MINUTES of the Neighbourhood Plan (NP) Committee of North Leigh Parish Council (NLPC) held on Thursday 20th February 2023 at 7:30pm in the Committee Room of North Leigh Memorial Hall

Present:

In attendance: Clerk Allison Leigh (the Clerk)

NP 1. Invite parishioners to put their names forward to join the Committee:

The following members put themselves forward to be on the NP Committee:

Kevin Swann
Robert Gunn
Fran Jeffes
Steve Legg
David Painter
Sherard Veasey
Judith Wardle

NP 2. Acknowledge Terms of Reference: The Committee acknowledged the Terms of Reference.

NP 3. Tom McCulloch/Community First Oxfordshire: Tom spoke about Neighbourhood Plans and the next steps. He advised engaging some planning expertise/a consultant and taking advantage of funding available.

He advised that a questionnaire would be a good next step and that continual consultation and feedback is essential as evidence for the Plan.

He noted if the Committee wished to create a Visual Design Statement that it would be good to have as policy which is part of a NP as it does not carry legal weight.

NP 4. Feedback from the Neighbourhood Plan meeting in October 2022: The feedback from the October meeting was reviewed.

NP 5. Chairman – Sherard Veasey agreed to act as Chairman for the NP Committee.

NP 6. Vice Chairman – Kevin Swann agreed to act as Vice Chairman for the NP Committee.

NP 7. Secretary – Steve Legg agreed to act as Secretary for the NP Committee.

NP 8. Discuss next steps: It was discussed that the building of a questionnaire was the next step. The Clerk will send a copy of Appleton with Eaton Parish Council's questionnaire to the Committee.

NP 9. Discuss possible working groups:

- Questionnaire: Fran Jeffes, Kevin Swann, Judith Wardle and David Painter will act as a working group for the questionnaire
- It was agreed that further working groups may be created as needed.

NP 10. Discuss a consultation strategy: The Clerk noted that it would be important to keep notes of consultations and feedback along the way for the Consultation Statement which will be required as part of the NP.

NP 11. Discuss a finance strategy for presentation to the Parish Council: It was noted that the Committee is not prepared to create a finance strategy as of yet.

NP 12. Dates and frequency of future meetings: The Committee agreed to hold monthly meetings. The next meeting will be held on Monday 20th March.

- The clerk noted she will email everyone – so they have email addresses.

The meeting closed at 20:41.