

MINUTES of the Neighbourhood Plan (NP) Committee of North Leigh Parish Council (NLPC) held on Tuesday 20th March 2023 at 7:30pm in the Turner Hall

Committee Members Present:

Robert Gunn
Fran Jeffes
Steve Legg (Secretary)
David Painter
Kevin Swann (Vice Chair)
Sherard Veasey (Chair)
Judith Wardle

Others in Attendance:

(None)

NP 13. **Apologies for absence:** None.

NP 14. **Declarations of interest:** Sherard declared that, as a farmer, future considerations could have a bearing on him, but that for the present meeting there was nothing to declare.

NP 15. Minutes

The minutes from the Neighbourhood Plan Committee meeting of the 20th February 2023 were reviewed and approved.

NP 16. Review of the draft questionnaire

- Thanks were recorded to the questionnaire sub-committee (FJ, DP, KS, JW) for the excellent first draft of the questionnaire.
- Fran explained that the questionnaire was drafted by combining ideas from the various toolkits and reference documents. The draft questionnaire considers six areas: Environment (17), Character (10), Facilities (25), Development (29), Highways (6) and Transport (5). The number of questions in each of these areas is shown in brackets above. Fran trialled the questionnaire with three local households. Their feedback mentioned (a) excessive length (b) mistrust in “loaded” questions (c) we see too many surveys (d) liked the options for open ended comment.
- The committee made a number of observations:
 - The “Locality” Neighbourhood Planning questionnaire document suggests covering more themes and grouping them in a particular manner. This approach could be recommended since it is the one suggested by WODC, who will examine our Plan (and questionnaire) in due course.
 - The questions should be constructed to avoid respondents simply ticking everything that is suggested that seems in any way desirable.

- The Neighbourhood Plan referendum has no required minimum turnout, so unless we can engage a significant proportion of the community, we could see it accepted (or rejected) by a very small number of voters. Hence it is vital to get widespread community involvement via the questionnaire.
- The introduction must be attractive, to grab attention and must make it quite clear that it's entirely up to them to provide their views. Emphasise that it is not something that the council is going to implement regardless of local opinion.
- A strong social media campaign will be important and we must research the best platforms to launch the questionnaire.
- Although there will be only one paper copy delivered per household, we will encourage every resident to respond individually. The questionnaire will also be delivered to all businesses in the Parish.
- The Parish Council has used the "Survey Monkey" website in the past and will recommend this for the NP questionnaire. This can be referenced by a web link from other social media such as email, WhatsApp, Facebook, Twitter and TikTok.
- Some people are not aware of the range of facilities and characteristics already available within the Parish – should the questionnaire aim to publicise these?
- Do we need a map of the Parish within the questionnaire?
- How should the questions be framed so that we can analyse the responses in order to aggregate an overall rating for a particular theme? The ultimate goal of the questionnaire is to produce a table quantifying the average desirability of each of the themes. These can be ranked and will drive the priorities within the Neighbourhood Plan. (N.b. Survey Monkey features a number of useful question templates, such as Rating, Slider, Likert, Dropdown, Matrix, etc).
- We don't want it to be too irksome or time consuming to complete – about 10 minutes is probably the maximum we should expect.
- Do we need to formally notify WODC that we are in process of preparing a Neighbourhood Plan? No, we have already spoken with Astrid Harvey who is responsible for community engagement at WODC.
- Noted that the WODC Local Plan 2031 contains a section on Transport and Movement, including Active Travel plans. This addresses some of the Parish concerns, such as the A4095 cycleway. The WODC LP also covers other areas of interest that might overlap with Parish interests and the questionnaire. We must allow for the fact that the NP will not be able to override certain areas in the WODC LP. Sherard will bring along a copy of the WODC LP to the next NP Committee meeting.
- We should employ a professional designer to provide an attractive, colourful presentation of the questionnaire in order to obtain the widest possible response.
- Timescales – we will aim to deploy the questionnaire to the Parish by mid-September. The Parish Council meets on 10th August and 14th September and would sign off the questionnaire at one of these meetings. There is an Annual Parish Meeting on 20th April, and we should aim to make a presentation of the NP at that event.
- The committee are requested to fill in the draft questionnaire and report back to Fran with the time it took and their impression of how it seemed.
- The questionnaire subcommittee will meet next week and present an updated draft at the next NP Committee meeting (see below for dates).

NP 17. Discussion: Aims, Objectives and Vision for the Neighbourhood Plan

- This agenda item was was implicitly addressed within the above discussion.

NP 18. Obtaining quotes for printing and distributing the Questionnaire

- Discussion deferred

NP 19. Obtaining quotes for the consultancy to support the production of the Plan

- Discussion deferred

NP 20. Review consultation strategy

- Discussion deferred

NP 21. Review finance strategy for presentation to the Parish Council

- Grants will be made available for the 2023/4 financial year shortly, and must be spent in the same financial year.

NP 22. Dates of future meetings.

- Questionnaire Sub-committee – Monday 27th March, at 2 p.m. in the Turner Hall
- Neighbourhood Plan Committee – Tuesday 17th April, at 7:30 p.m. in the Turner Hall

Others Business

- The Secretary undertook to make the room bookings for the above meetings.
- The Secretary undertook to set up a WhatsApp group for use of the NLNP Committee and will request committee members to email their mobile numbers to him.

The meeting closed at 21:00.