

**MINUTES of the Neighbourhood Plan (NP) Committee of North Leigh Parish Council (NLPC) held on Tuesday 15<sup>th</sup> May 2023 at 7:30pm in the Turner Hall**

**Committee Members Present:**

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

**Others in Attendance:**

(None)

NP 23. **Apologies for absence:** Fran Jeffes sent her apologies and has resigned from the committee due to other commitments.

NP 24. **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 25. Review of the draft questionnaire.**

- Kevin explained that the current draft questionnaire has been derived from the questionnaire toolkit provided by Locality.org.uk, which is a national organisation supporting groups producing neighbourhood plans.
- The current working copy is held in a spreadsheet for convenience, but this should be taken in the context of the Locality toolkit's proforma questionnaire document, which contains "flow" instructions to route respondents to different sets of questions according to their responses.
- The committee discussed the draft questionnaire, and Kevin made notes in order to update it later.
- Time did not allow for the committee to complete its review of all sections of the questionnaire in the meeting, and the sections from Green Infrastructure to the end will be reviewed at the next meeting.
- Will a change of government affect the calculation of the 5-year housing target? Probably not.
- Will there be a paper copy delivered one per household with the option of responding online? Yes.
- Will the questions be framed as if the respondent was replying on behalf of the whole household, or as an individual?  
Answer: Household, but more than one individual in a household can respond – either by getting an additional paper copy, or online.  
The respondent must be on the electoral roll of the parish.

**NP 26. Obtaining quotes for printing and distributing the Questionnaire**

- Discussion deferred

**NP 27. Discussion: Aims, Objectives and Vision for the Neighbourhood Plan**

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

**NP 28. Review consultation strategy**

- Discussion deferred

**NP 29. Obtaining quotes for the consultancy to support the production of the Plan**

- Discussion deferred

**NP 30. 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 31. Dates of future meetings.**

- Neighbourhood Plan Committee – Monday 12<sup>th</sup> June, at 7:30 p.m. in the Turner Hall

The meeting closed at 21:40.