

MINUTES of the Neighbourhood Plan (NP) Committee of North Leigh Parish Council (NLPC) held on Tuesday 29th August 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 59. **Apologies for absence:** None.

NP 60. **Declarations of interest:** None of those present had any special interest to declare.

NP 61. Report on status of planned meeting with Astrid Harvey, the Strategic Policy and Partnerships Officer, West Oxfordshire District Council.

- Harry St John had exchanged emails with Astrid, and her response had been circulated to the committee. Astrid will carry out a number of administrative actions over time in relation to the North Leigh Neighbourhood Plan, but she is not in a position to assist with or advise on the preparation of the questionnaire or other documents.
- Astrid mentioned that the Combe Village Design Statement has been published, and could possibly be useful for North Leigh.
- She also mentioned that Brize Norton have recently submitted the first draft of their Neighbourhood Plan and that we may find the way in which they have used consultants and Legacy funding of interest.

NP 62. Review of Expression of Interest (Eol) document to be sent to Locality prior to applying for a grant

- Kevin had submitted an Eol to Legacy but it has expired after 15 days and before Astrid's reply had been received. The Legacy funding application must be submitted within the 15-day window. Kevin will re-submit the Eol application and the funding application directly thereafter.
Action: KS / SL.

NP 63. Review draft application form for grant support from Locality

- The draft application for Legacy funding was reviewed and some final suggestions incorporated into the document. Kevin and Steve will work together to use the document to populate the online application form shortly. **Action: KS / SL.**
- We discussed the amounts of money we should apply for under "Budget Line 1" and Budget Line 2" of the Legacy application form. It was agreed to apply for the maximum, splitting it £7,000 under Line 1 and £3,000 under Line 2. Any funds not spent at the end of the financial year can be carried over, and a new

application for funding submitted. Technical Support is also available for certain types of work, although this is provided by an organisation that is funded directly by Legacy.

- It was noted that the Parish Council agreed at its August meeting to cover the £650 cost of engaging Neil Homer to review our draft questionnaire. We can refund £550 of this after we have received our Legacy grant.
- Steve will contact Neil to arrange for him to deliver the agreed consultancy, hopefully commencing with a short meeting with him at the next meeting of the Neighbourhood Plan committee on 26th September. **Action: SL**

NP 64. Review Technical Support Guidance Notes as supplied by Locality

- These were made available to the committee prior to the meeting and were not discussed during the meeting.

NP 65. Agree actions to be carried out prior to next meeting

- See above for actions.

NP 66. Dates of future meetings.

- Neighbourhood Plan Committee – 7:30 pm Tuesday 26th September in the Turner Hall.

The meeting closed at 20:57.