

MINUTES of the Meeting of the Neighbourhood Plan (NP) Committee of North Leigh Parish Council (NLPC) held on Monday 15th January 2024 at 6:00 pm in the Turner Hall

Committee Members Present:

Martin Bowsher
Paul Evans
Rob Gunn
Steve Legg (Secretary)
Suzanne Millar
David Painter
Kevin Swann (Vice Chair)
Sherard Veasey (Chair)
Judith Wardle
Adrian Watts

Others in Attendance:

Tom McCulloch Community First Oxfordshire
Camilla Burrow Chief Executive, Wild Oxfordshire

NP92. **Apologies for absence:** None

NP93. **Declarations of Interest:** None.

NP94. Review and Approve Minutes of Last Meeting

- The Minutes of the meeting of the 19th December were approved with the removal of the final phrase of the 5th paragraph on page 2, starting with the words “without any...”. This paragraph will end with the words “the residents of North Leigh Parish.”

Actions:

- Sherard – arrange for South Leigh NP lead to speak to the committee – carried forward. Judith will also arrange for the chair of the Hailey Neighbourhood Plan team to come to visit us at a convenient date.
- Kevin - Locality grant – it has been transferred into the Parish Council bank account. Kevin also reported that the recent Parish Council meeting had resolved to adopt our recommendation of CFO as our consultants and that it had agreed that all committee members would be enabled to login to the Parish Mapping website.

NP95. Welcome and Introductions to our Consultants

Tom McCulloch and Camilla Burrow introduced themselves to the committee.

NP96. Review and Discuss the Work Plan provided by CFO

Tom McCulloch explained how the two work packages of the first stage of his proposal would be carried out. He will provide a project plan for the first two work packages, detailing the component tasks, their dependencies, and delivery dates. **ACTION – Tom.**

The first work package (Regulation 14 NP support – setting the foundations) comprises two main components – the “Baseline Evidence Document” and the public meeting launch event.

- Baseline Evidence Document
Tom will provide a template document – **ACTION – Tom** – by 18th January.

The document will become an appendix in the Neighbourhood Plan document, and will be used to formulate the Policies enumerated within the main part of the NP document. Some of the themes to be included within the Baseline Evidence could include Housing, Infrastructure, Sustainability issues, and Nature and Biodiversity. Camilla spoke about this, recommending the Thames Valley Environment Resource Centre (TVERC) as a useful source of information for North Leigh, including:

- Species of wildlife present, including protected species
- Designated sites and habitats

We would be able to identify opportunities for creating green corridors to link isolated areas of wildlife habitat. We would also be able to request a local authority panel to designate a new local wildlife site.

Sherard asked where we would include information about the outstanding landscape views in the parish that we want to protect. Tom said this information would be collated within the Character Assessment part of the work, which would feed into a Design Code for the Parish.

- **Public Meeting / Drop in Event**

Tom will provide an event format suggestion for us to develop. **ACTION – Tom.**

He suggests this will be a drop in event, arranged around four or five themed “stations”, each staffed by one or more members of the NP Committee. Members of the public could visit those stations that particularly interest them, and the “host” would gather their views on the theme, and encourage them to leave written comments, either in the form of post-it notes or by emailing their comments to the committee.

There was a discussion about how best to publicise this event. It was agreed to adopt a multi-platform approach, using WhatsApp, email, the Parish Council website, street posters, notice boards and Facebook. **ACTION – Kevin** – identify a suitable comms plan to ensure all key communications are approved by and managed via the committee.

Adrian volunteered to draft a poster. **ACTION – Adrian.**

It was decided to hold the event in the Memorial Hall from 2 p.m. to 6 p.m. on Saturday 17th February, and Steve made a preliminary booking (later confirmed).

Tom will provide a list of suggested lead roles for committee members, to include Communications, Climate/Environment, Housing/Infrastructure, etc. **ACTION – Tom.**

Tom recommended we keep Astrid Harvey, the WODC Community Engagement Lead, informed about our work and plans. **ACTION – Steve.**

NP97. Next Meetings – purpose and schedule.

The next meeting of the Committee will be on **Monday January 29th** at 6 p.m. in the Turner Hall, with the objective of detailing out the Public Meeting event, assigning roles, and progressing communication.

There will be a meeting of the Committee with Tom McCulloch on **Tuesday February 13th** at 6 p.m. in the Turner Hall to carry out a SWOT analysis. See the [Milton under Wychwood Plan](#) for an example of this. This will also be an opportunity to finalise the arrangements for the public meeting on **Saturday February 17th**.

The meeting closed at 19:20.