

**MINUTES of the Meeting of the Neighbourhood Plan (NP) Committee of
North Leigh Parish Council (NLPC) held on
Thursday 21st March 2024 at 6:00 pm in the Turner Hall**

Committee Members Present:

Martin Bowsher - MB
Paul Evans – PE
Rob Gunn - RG
David Harris – DH
Steve Legg – SL (Secretary)
Suzanne Millar – SM
David Painter - DP
Kevin Swann (Vice Chair) - KS
Sherard Veasey (Chair) - SV
Judith Wardle - JW
Adrian Watts – AW

Others in Attendance

None.

NP125: Apologies for absence

None.

NP126: Declarations of Interest

None.

NP127: Review Actions and Approve Minutes of Last Meeting

The minutes of the last meeting were approved by the committee.

The actions from the last meeting had been carried out with the following exceptions:

NP119 – TVERC Report – it is not necessary to seek PC approval for this as it is within the ad-hoc spending limit. **ACTION:** SV - purchase it and reclaim the cost via the Parish Clerk.

NP121 – PC Website update – action carried forward - **ACTION:** KS
It was noted that the PC Newsletter will be distributed around the Parish shortly and that this will contain an update on the Neighbourhood Plan.

NP128: Invoicing Arrangements

CFO have sent an invoice to the Parish Clerk for the full amount of the balance of their work. The PC has agreed to pay this prior to the end of March in order to avoid having to repay some of our grant. Due to other incidental costs, the PC will slightly overspend on the value of the grant, but have agreed to use a contingency procedure to fund the difference.

NP129: Review of Draft Questionnaire

The Committee reviewed the revised draft questionnaire produced by subgroups since the last meeting.

JW asked about the use of copyrighted maps for the questionnaire. The PC has paid for a license to Parish Online, and this contains useful mapping that can be reproduced provided it includes a copyright notice.

AW suggested we ask CFO to use the Brize Norton questionnaire as a template for ours as this was presented in an attractive and accessible design. The appearance of the questionnaire will be key to obtaining a good level of response.

There was a discussion about whether the questionnaire should be filled in one per household or one per person. Although there will be only one paper copy distributed per household, there will be an invitation for all household members to respond either by duplicating the paper form, or by completing it online.

The Committee reviewed and commented on the revised questions for sections 1, 2, 6, 7 and 8 that were produced by AW, KS & PE. AW will update the draft with the comments provided and will also merge these sections with the drafts of other sections produced by the other two sub groups.

The meeting was adjourned at 19:15 and resumed at 18:00 on the 25th March.

The Committee reviewed the drafts of section 5 produced by JW and MB, and section 7 drafted by SV and KS. Various amendments were discussed and SL agreed to apply these changes to sections 5 and 7 and forward them to AW for incorporation in the rest of the draft questionnaire.

It was decided to refer to Tom McCulloch the question of how the questionnaire should distinguish between “Green Spaces” and “Protected Views” as these are currently being dealt with separately in the draft questionnaire.

It was also decided to ask Tom what type of natural feature provides best protection against development – wooded ground cover or green spaces.

The Committee decided that the draft questionnaire was sufficiently well developed to be forwarded to CFO for reformatting for publication. SL will email the complete draft to CFO.

ACTION: AW, SL

NP130: Plan and Schedule for Finalising and Distributing the Questionnaire

It is expected that there may be further edits to the draft following its review by CFO. It is hoped that these can be resolved without meeting again as a committee and that CFO can publish the questionnaire within four weeks.

NP131: Date of Placecheck for the Character Assessment / Design Code

The Placecheck walk will take place on Tuesday 9th April and we will meet up at the Memorial Hall.

NP132: Agree Actions to be carried out prior to next meeting

See above.

NP133: Date of Next Meeting

Tuesday 9th April at 12:30 p.m. at the Memorial Hall for the village placecheck walk.

The next date for the Committee to meet will be fixed following the meeting on the 9th April.

Meeting closed at 19:20.