

MINUTES of the Meeting of the Neighbourhood Plan (NP) Committee of North Leigh Parish Council (NLPC) held on Monday 13th May 2024 at 6:00 pm in the Turner Hall

Committee Members Present:

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

Noted that Rob Gunn has resigned from the Committee – he is currently busy with planning work related to solar proposals.

Others in Attendance

None.

NP134: Apologies for absence

Martin Bowsher, Paul Evans, David Harris.

NP135: Declarations of Interest

None.

NP136: Review Actions and Approve Minutes of Last Meeting

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

NP137: Finance & Locality Grant 2024/25

KS reported that after he completed the Locality end-of-grant review form, he was told that £500 would have to be returned as one piece of work had started prior to the grant being approved. The Parish Council has had to cover this shortfall. We will need to be careful that this does not happen again. We do not know when Locality will open the application process for the 24/25 grant. We cannot order any further work from consultants until after this has been applied for and received. Steve will check that CFO have included all of the work to finalise the Character Assessment within their current work package and are aware of the need not to undertake any more work beyond that in the scope agreed for the 23/24 work.

ACTION: SL

Kevin will continue to check periodically that Locality have opened for applications.

ACTION: KS.

NP138: Review Survey Monkey Questionnaire Comments

The Committee reviewed the comments on the Survey Monkey version of the draft questionnaire produced by CFO since the last meeting.

- Would it be possible / advisable to define a greater number of Key Views? E.g. Grims Ditch, Roman Villa. Would it be preferable to supplement the map of key views with photos of the same? JW will take some more photos of views.
ACTION: JW.
- Should the questionnaire mention the possibility of applying to the District Council for the creation of one or more Conservation Areas in the parish? E.g. Windmill Field + Windmill, East End Roman Villa & surrounds, Shakenoak Roman Villa and surrounds, Akeman Street.
- Q4 – “Commute to Work” -> “Commute to Work or School”.
- Maps – Shakenoak Roman Villa – correct its location. SL to provide updated map.

SL will send a list of comments to CFO and ask them to produce the draft MSWord version. SV To ask the Parish Clerk to add to the agenda for June 6th an item to discuss the proposed Neighbourhood Plan Questionnaire and to proceed with the Questionnaire based on the NLNP Committee's recommendations.

ACTION: SV, SL

NP139: Review of Character Assessment (CA) Drafts

The committee has been working on draft Character Assessments of various parts of the parish. Initial drafts have been produced for all of the six areas with the exception of New Yatt Road, which DH is still working on.

- Architectural terminology –the term “Cotswold Stone construction” should apply only to buildings made out of quarried stone and not to buildings using reconstituted stone. SL will ask if CFO could standardise our terminology when putting the committee's CA contributions into the full CA document.
- SM has produced a detailed overview of Wilcote, including photos, but not to the CFO provided template. SL will check with CFO if that will be sufficient.
- JW suggested out that the CA should refer to the full extent of building plots rather than just the size of the front garden.
- KS started off his profile of East End based on text generated by ChatGPT and circulated the input script he provided.
- JW has blurred a photo of Windmill Road due to its containing car number plates. SL will ask CFO if this is necessary and if so, how best to obscure the number plates.
- The large house being built at Wilcote has been screened from the road, but has become a prominent feature in some views towards Wilcote, for example from the Bridewell ash avenue . This particular building would probably comply with the style guide both in terms of its size (for its locality) and type of construction, but its impact on views towards Wilote needs to be addressed by the Neighbourhood Plan. SL will ask CFO how the Neighbourhood Plan should best provide for this type of situation arising in future.

It was agreed that the committee would continue to revise and complete their drafts by adding missing sections and/or photos.

ACTION: SL, All.

NP140: Agree Actions to be carried out prior to next meeting

See above.

NP141: Date of Next Meeting

The next committee meeting will be on Monday 10th June at 6 p.m. in the Turner Hall.

Meeting closed at 20:00.