

MINUTES of the Meeting of the Neighbourhood Plan (NP) Committee of North Leigh Parish Council (NLPC) held on Monday 10th June 2024 at 6:00 pm in the Turner Hall

Committee Members Present:

Martin Bowsher - MB
Paul Evans - PE
David Harris - DH
Steve Legg – SL (Secretary)
David Painter - DP
Sherard Veasey (Chair) - SV
Judith Wardle - JW
Adrian Watts – AW

Others in Attendance

Andy Clements – AC (Chair, North Leigh Parish Council),
Malcolm Shead – MS (North Leigh Parish Council).

NP142: Apologies for absence

Kevin Swann.

NP143: Declarations of Interest

None.

NP144: Review Actions and Approve Minutes of Last Meeting

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

NP145: Finance & Locality Grant 2024/25

Locality have opened the application process for 2024/5 and KS & SL have met to start the grant application process. Our application will be constrained by the following:

- The maximum Basic Grant is £10,000 – over all years. We have received £6,571 to date, so have £3,428 remaining.
- We can claim a further Additional Grant of £8,000 from Locality to support work on a Design Guide.
- We cannot claim more than £10,000 in any one application.

Having discussed this with our consultant Tom McCulloch of Community First Oxfordshire, he recommended the following course of action.

- CFO have issued a reduced version of Work Package 3 (WP3) of their November 2023 proposal with a value of £3,355. We should make our first application in the 2024/5 financial year for this amount in order to “mop up” our Basic Grant allocation.
- CFO have issued a second quotation for £1,000 to complete the work of WP3, with a suggestion that North Leigh Parish Council could pay for this.
- In a couple of months time, we should make a second application to Locality for the work to create the Design Guide – this corresponds to WP4 in the November 2023 CFO quote – costing £7,700. This will draw on the £8,000 additional grant allowance from Locality.

Following discussion, the committee resolved to:

- Apply to Locality now for the £3,355 work package quoted by CFO.

Action SV, SL

- Apply to the PC for the £1,000 to complete what was WP3 of the November 2023 quote.
- In principle, to make a second grant application to Locality for the £8,000 DG support later this year.

- SL will ask CFO to clarify the overall cost of the revised approach compared to that of the November 2023 quote. In particular, to confirm that WP5 of the November 2023 quote would still be sufficient to complete all work up to that required to finalise the Reg 16 NP submission. Also to confirm that the new quotes of £3,355 and £1,000 would allow all work in WP3 of the November 2023 quote to be completed.

Action: SL

AC requested that the committee should provide the PC with a budget and payment schedule for the remainder of this calendar year. This should indicate what the committee plans to spend over the coming months, and when those payments will most likely occur. The committee should list all items of expenditure, including such things as room hire, printing costs and refreshments at public events.

Action: KS

The PC has allocated £3,000 in the 2024 calendar year for the NP.

AC also requested the committee to note that the PC intends to update the Terms of Reference at its next meeting, and will remove the provision in the current TORs for the committee to make ad hoc payments of up to £150. Instead, all payments will have to be authorised by the Parish Administrator.

AC acknowledged that the PC should be providing at least two representatives on the NP committee and will address this issue.

AW pointed out that in the Nov2023 quote, there is a provision for an additional cost if the number of survey returns exceeds 200. As it seems likely that there will be more, we should make an allowance for some additional costs in this area. Brize Norton had a 42% response to their questionnaire (equating to 373 for our survey). AW also suggested we should check that the 890 Freepost return envelopes in the quote covers the full postal costs as well as the cost of the envelopes.

Action: SL to check with CFO.

NP146: Plan Questionnaire Publicity and Distribution

The questionnaire went to the printers on the 9th June rather than the 7th as had been planned, so there is a possibility that their delivery will be delayed beyond the planned date of the 15th.

Members of the committee volunteered to carry out door to door distribution through the parish:

JW - New Yatt Road, MB – Bridewell Close, AW – Park Road, DH – Windmill Road and Marlborough Gardens, SL – Bluebell Gardens and Oaktree Close, SV – Church Road and outliers, KS – East End, DP – Common Road.

Suzanne will be asked if she can do Wilcote.

SV and SL will meet to finalise the delivery areas to ensure nothing is missed and that there is no overlap.

Action: SL / SV, All

The committee discussed the fact that the questionnaire does not say much about local businesses. AW mentioned that Brize Norton had conducted a separate questionnaire for local businesses. SL will ask CFO if this would be a useful or necessary exercise for North Leigh.

Action SL

NP147: Review Work Programme in 2024/5

This had been largely covered by the earlier discussion about the grant applications, but there was some discussion about the future processing of the draft Character Assessments (CAs) that have been produced recently. MS commented on the variable tone of the CAs due to the fact that each had been prepared by one member of the committee. He was assured that the CAs will be combined into one document by a CFO consultant, and that the variation in tone and content

will be eliminated at that stage. MS emphasised the need to need to bring the public into the consultation process as early as possible, and was assured that the NP development plan allows for this.

NP148: Agree Actions to be carried out prior to next meeting

See above.

NP149: Date of Next Meeting

The next committee meeting will be on Monday 29th July at 6 p.m. in the Turner Hall.

Meeting closed at 19:20.