

**MINUTES of the Meeting of the Neighbourhood Plan (NP) Committee of
North Leigh Parish Council (NLPC) held on
Monday 29th July 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)
Suzanne Millar - SM
David Painter – DP
Malcolm Shead - MS
Kevin Swann (Vice Chair) - KS
Judith Wardle - JW
Adrian Watts – AW

Others in Attendance

Paul Harrison.

NP150: Apologies for absence

Sherard Veasey.

NP151: Declarations of Interest

None.

NP 152: Public Forum

At the request of the Parish Council this agenda item has been introduced to provide a formal opportunity for members of the public to express their views on the work of the Committee. On this occasion, Paul Harrison was present.

NP153: To Consider Actions of Last Meeting

The minutes of the meeting of 10th June recorded the following actions to be carried out:

- Apply to Locality for the £3,355 work package quoted by CFO. (SV, KS, SL) – Done
- SL to ask CFO to clarify the overall cost of the revised approach in their quote of 5th June – Done
- KS to provide PC with detailed income and expenditure plan – Done.
- To ask CFO to confirm that the 890 Freepost return envelopes in the quote covers the full postal costs – SL – Done
- SL to ask CFO if a study of local industry would be a useful or necessary exercise for North Leigh. - Done

NP154: To Consider Communications received from the Parish Clerk

At the request of the Parish Clerk, a couple items were considered:

- To include an agenda item entitled “Public Forum.”
- To consider the NP committee procedures for external communications.

The committee resolved to include the requested agenda item in future and to comply with the Parish Council’s own communications policy.

NP155: To Consider Finance & Locality Grant 2024/25

KS has recently heard from Locality that our funding request will be reviewed at their meeting of 31st July. If successful, we might expect to receive confirmation of the grant within two weeks of that date. However, we will not be able to instruct CFO to start work on the second stage until the grant has been paid into the PC bank account. We have applied for the sum of £3,355 which will, when augmented by a grant from the PC, allow us to contract with CFO to deliver the work required to produce a draft plan for “Reg 14” submission to the District Council.

NP156: To Consider Questionnaire Response and future analysis.

CFO reported that as of 22nd July, 325 responses had been received from the 970 questionnaires distributed. The closing date for responses was 28th July. (Subsequently CFO reported that the final figure is likely to be around 360). Members of the committee expressed their satisfaction at the relatively high response rate.

It is hoped that CFO will publish their report and analysis by the end of August. The NP committee will have to review this before 3rd September in order to recommend how to proceed to the PC meeting of 12th September.

MS noted that the PC meeting is likely to have a long agenda. KS suggested that the PC may have to schedule an extraordinary meeting to review the questionnaire findings, or the NP development programme may be adversely impacted.

ACTION: KS to raise with PC.

SL reported that there had been some discussion with CFO over the possibility of Freedom of Information requests by members of the public regarding the questionnaire report.

ACTION: SL to circulate CFO recommendations to the NP committee.

NP157: To Consider the Work Programme in 2024/5

CFO sent an email to the committee on 16th January 2024 entitled “North Leigh NP - next steps”. This contained a number of attachments to assist the committee in providing a range of contributions to the NP drafting process.

a) **Baseline Evidence / Assessment Document.**

The CFO email to the NP committee of 16th January contained attachments:

- “Local_Insight_North_Leigh.pdf” – baseline data for North Leigh
- “North Leigh - Baseline Evidence document.docx” – template document for the North Leigh Baseline, but the contents are simply a copy of the East Hanney document.

Members of the NP committee offered to draft the various sections of the North Leigh Baseline Evidence Document, using the North Leigh Insight data, as follows:

Theme	Steering group member
Biodiversity, fauna and flora	JW
Population and human health	AW
Soil	JW
Water	JW
Air	JW
Climate	JW
Material assets	SV
Cultural heritage (including architectural and archaeological heritage)	SV
Landscape	JW
Other important themes of social and economic sustainability	
Education	PE
Traffic and Transport	DP
Housing	DH
Crime	PE
Communications	KS
Waste	DH
Employment	KS
Village character	DH

b). **“Setting, History, and Development” section of the Character Assessment**

CFO sent this section from the Eynsham document and asked for a committee member to re-draft pages 3 to 6 of the Eynsham document as for North Leigh.

See the email from SL dated 12th July titled “FW: North Leigh NP - the next stages”.

AW volunteered to draft this piece.

NP158: Agree Actions to be carried out prior to next meeting.

See above.

NP159: Date of Next Meeting

The next committee meeting will be on Wednesday 28th August at 6 p.m. in the Turner Hall. Note that the agenda will contain items to:

- a) Consider subcommittee members’ contributions as detailed in NP157 above – **members to circulate to the committee by August 23rd.**
- b) Consider CFO report on the survey.

MS asked about the overall NP development process and the stages within the process at which the public would be invited to comment on the draft document prior to the referendum.

Subsequent to the meeting, SL referred MH to [this document](#).

Meeting closed at 18:50.