

MINUTES of the Meeting of the Neighbourhood Plan (NP) Committee of North Leigh Parish Council (NLPC) held on Monday 28th August 2024 at 6:00 pm in the Turner Hall

Committee Members Present:

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

None.

NP160: Apologies for absence

Martin Bowsher
Sherard Veasey. (KS chaired in Sherard's absence).

NP161: Declarations of Interest

None.

NP 162: Public Forum

No members of the public were present.

NP163: To Consider Actions of Last Meeting

The minutes of the meeting of 29th July recorded the following actions to be carried out:

- KS to request PC to consider an extraordinary meeting to review the survey report – the PC will meet as normal on 12th September to review the survey report.
- SL circulated the committee with CFO advice regarding document retention and Freedom of Information.
- All members of the committee had produced their assigned sections for the Baseline Evidence document, with one exception.

NP164: To Consider Finance & Locality Grant 2024/25

The balance of £10,000 Basic Grant amounting to £3,426 had been received from Locality and we can now instruct CFO to start the work to produce a draft plan for “Reg 14” submission to the District Council. Kevin to give notice to the PC to consider authorising payment of the £3,355 invoice from CFO at the meeting on 12th September.

KS & SL will progress the application to Locality for the £8,000 Additional Grant to fund CFO's production of a Design Code.

ACTION: SL, KS

NP165: To Consider CFO Proposals for support over the next stage of the work on the Neighbourhood Plan

CFO have provided two proposals:

- 6.1 days' work amounting to a cost of £3,355 to provide assistance to produce the “Reg 14” draft plan for submission to WODC.
- Assistance to produce the Character Assessment for the Reg 14 draft plan. £2,500.

The committee agreed to recommend the Parish Council to proceed with both of these. The first would be paid by the recent Locality grant. The second would be funded by the Parish Council.

ACTION: KS to raise with PC.

NP166: To Consider Committee Members' contributions to Baseline Evidence Document

Minute NP156 of the minutes of the NP Committee meeting of 29th July lists the sections of Baseline Evidence assigned to members of the committee.

These documents were reviewed and discussed. It was noted that the style of the various contributions varied considerably, and it is hoped that CFO will edit them for consistency when they amalgamate them.

DH will include figures to indicate the percentage of the various types of house ownership in the village. These figures should be available from the 2021 census. PE agreed to investigate whether more detailed crime statistics could be found. JW said she would investigate whether further information about water pollution in the Evenlode could be found. SL agreed to produce the sections previously assigned to SV.

ACTION: DH, PE, JW, SL

NP167: To Consider CFO's Report on the Questionnaire / Survey

The CFO report on the questionnaire / survey had been circulated and was reviewed in detail. It was generally felt that there were few surprises in the results, but it was encouraging that the response level was 362 households (37%).

The first section lists the percentages of household responses which came from Wilcote / East End / North Leigh. CFO will be asked to augment these by indicating the percentage of households who had responded in each of these three parts of the village, given there are 17 / 93 / 790 houses the three parts.

In the detailed results sections, some questions are followed by tables listing the miscellaneous "Other" responses. E.g., Q9 page 11. CFO will be asked to confirm that every single "Other" response has been individually listed, or if some "Other" responses have been taken as being equivalent to another response and so lumped in to that one. MS commented that he thought that at least one "Other" response he was aware of had not been separately counted. It is conceivable that when these results are published generally other people may detect similar omissions of their own "Other" responses.

CFO will be asked to recommend at which point the Survey Report might be made public. It would certainly need to be a couple of weeks before the public meeting on 2nd November.

ACTION: SL to clarify these points with CFO

NP168: Agree Actions to be carried out prior to next meeting.

See above.

NP169: Date of Next Meeting

The next committee meeting will be on Monday 30th September at 6 p.m. in the Turner Hall. Note that the agenda will contain an item to review the next steps in the development of the NP and that CFO will be invited to participate in this.

There will be a public meeting in the Memorial Hall from 2-5 p.m. on Saturday 2nd November at which CFO will present the results of the survey and seek feedback from parishioners on the survey.

Meeting closed at 19:55.