

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

Committee Members Present:

Martin Bowsher – MB
Paul Evans - PE
Steve Legg (Secretary) – SL
Suzanne Millar – SM
Malcolm Shead (PC Rep) - MS
Kevin Swann (Vice Chair) – KS
Sherard Veasey (Chair) – SV
Judith Wardle - JW

Others in Attendance

None

NP189. Apologies for absence

David Painter
David Harris
Adrian Watts

NP190. Declarations of Interest

None.

NP191. Public Forum

No members of the public were present.

NP192. To Consider Actions of Last Meeting

The minutes of the meeting of 14th October recorded the following actions to be carried out:

NP176 – TM to supply final version of Survey – The committee requested Tom to add some North Leigh Parish Council “branding” (i.e., windmill logo) and to use the standard NLPC font (Arial) – see NLPC Minutes document for an example.

FURTHER ACTION: TM

NP184 – Locality grant application – action continues – KS & SL (see below).

NP193. To Consider Finance & Locality Grant 2024/25

An end of grant report for the £3,428 instalment has been submitted, and when Locality have accepted that, we can apply for the next £8K.

ACTION: KS & SL

NP194. To Consider the “Vision”, “Themes and Objectives” to be presented at the Public Meeting on 2nd November

The meeting reviewed and discussed the Vision, Themes and Objectives to be presented at the public meeting on November 2nd.

At the last meeting, we’d started to review the CFO proposals around this. Since then, AW, MB and KS had circulated their comments. It was decided at the meeting that we would forward our recommendations to CFO so they could use these as the basis of their presentation.

ACTION: SL – forward our ideas to CFO

ACTION: TM – produce presentation

NP195. To Consider the arrangements for the Public Meeting on 2nd November

CFO have provided a draft Event Plan for the Public Meeting which the committee has adopted.

- Tea / Coffee / Cake – MB and Anne Marie will be responsible. SM will assist with cake supply.

ACTION: MB, SM

- NP Committee Introduction – SV will open the meeting with a 15-minute presentation setting out an overview of the Neighbourhood Plan and our current status, together with a review of the results of the parish survey. SV circulated some of his slides, which he will complete and circulate to the committee prior to the event.

ACTION: SV

- Tech facilities & Survey Report laptop **ACTION: SL**
- Discussion Stations / Tables – Vision & Objectives (*2) SM, PE, Broad Policy Themes (*2) KS, AW. SM's table will be by the door and double as a welcome table. The sign-up sheets will also be on this table and SM will catch people as they leave. SM will also have the clicker to count attendees. Materials for tables will be provided by CFO. **ACTION: SM, PE, KS, AW**
- Other resources for the meeting – see the event plan provided by CFO.
- Hall can be accessed for the set-up from 1 p.m.
- Publicity – leaflet distribution almost complete. Local street-level WhatsApp groups will be used to send out a final reminder at the end of the week. **ACTION: All.**
- PC bulk email – The PC will upload the final version of the survey report by Thursday 31st to their website and send out a bulk email with an announcement of the publication of the report and a link to the document. The email will also contain a copy of the event flyer. The announcement will be posted to the PC Facebook page and the NL Community FB page. **ACTION: KS to arrange with PC clerk**

NP196. Agree Actions to be carried out prior to next meeting.
See above.

NP197. Date of Next Meeting

The next Neighbourhood Plan committee meeting will be on Monday 25th November at 6 p.m. in the Turner Hall. The meeting will review the NP documents that CFO will produce following the Public Meeting of the 2nd November.

The subsequent NP Committee meeting will be at the usual time and place on Monday 16th December.

Meeting closed at 19:20