

**MINUTES of an **Informal** Meeting of the Neighbourhood Plan (NP) Committee of North Leigh Parish Council (NLPC) held on Monday 14<sup>th</sup> October at 6:00 pm in the Turner Hall**

**Committee Members Present:**

Paul Evans - PE  
David Harris – DH  
Steve Legg (Secretary) – SL  
Suzanne Millar – SM  
Malcolm Shead (PC Rep) - MS  
Kevin Swann (Vice Chair) – KS  
Sherard Veasey (Chair) – SV  
Judith Wardle - JW  
Adrian Watts – AW

SV stated that as the agenda had not been circulated the required 3 working days prior to the meeting, this could not be held as an official Parish Council meeting. It should instead be regarded as an informal ad hoc meeting to make arrangements for the forthcoming public meeting.

**Others in Attendance**

None

**NP180. Apologies for absence**

Martin Bowsher  
David Painter

**NP181. Declarations of Interest**

None.

**NP182. Public Forum**

No members of the public were present.

**NP183. To Consider Actions of Last Meeting**

The minutes of the meeting of 30<sup>th</sup> September recorded the following actions to be carried out:

NP174 – KS & SL – to prepare end of grant report and apply for the further £8K – in progress, further action required. **FURTHER ACTION:** KS/SL

NP175 – Tom to develop 1<sup>st</sup> draft of NP & progress the Character Assessment – by end of the year. **FURTHER ACTION:** TM

- TM to supply draft vision & objectives - DONE.
- TM to supply draft timetable of work to end of year – DONE
- KS to update Baseline Evidence Document and forward to TM – (v1.05, 7-Oct-24)  
DONE

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. To Consider Finance & Locality Grant 2024/25**

An end of grant report is required **ACTION:** KS& SL  
Apply for additional monies **ACTION:** KS & SL

**NP185. To Consider CFO Proposals for the “Themes and Objectives” to be presented at the Public Meeting on 2<sup>nd</sup> November**

The meeting reviewed and discussed the CFO proposals for Objectives in some detail. Some specific changes were suggested:

- Reorder the objectives to better reflect the priorities expressed within the survey. Thus,
  1. Environment (was Nature & Climate Change)
  2. Design, Character & Heritage
  3. Infrastructure & Facilities

#### 4. Sustainable Development

Since the meeting, further comments have been supplied (by AW and MS), and it is likely that the committee will want to propose further changes to what is presented at the Public Meeting, and will expect more changes to come out of the meeting. All committee members to continue to reflect on the Vision & Objectives:

**ACTION:** All

TM was requested to copy all committee members when emailing documents prior to the meeting, to save time.

**ACTION:** TM

#### **NP186. To Consider the publicity for the Public Meeting on 2<sup>nd</sup> November, along with the practical arrangements for the meeting and the timetable of presentations**

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

The following publicity arrangements were discussed:

- A5 flyer – based on the one from our March meeting. SL will draft and circulate by COB 15<sup>th</sup>, to be approved by chair/vice chair by 16<sup>th</sup> & by PC by 17<sup>th</sup>, ready to print by 19<sup>th</sup> (Saturday), circulate from 22<sup>nd</sup> (Tues). **ACTION:** SL, KS, SV
- Facebook (PC & then village) – Flyer to be published as soon as flyer is ready (18<sup>th</sup>). **ACTION:** KS
- NLPC Email shot – as soon as flyer is ready (18<sup>th</sup>) **ACTION:** KS
- A4 Flyer to village notice boards & lamp posts (from 20<sup>th</sup>) **ACTION:** Committee members
- Village WhatsApp groups **ACTION:** Committee members
- Email to community groups / clubs leads **ACTION:** SL
- Email to all those who left details at the last public meeting and those who asked to be kept informed in their survey response form. **ACTION:** KS
- Contact those in above lists who offered to help about distributing the flyer **ACTION:** SL
- Tea / Coffee / Cake – SM can assist with cake supply. SL will contact MB to see if he could assist. **ACTION:** SL
- Other resources for the meeting – see the event plan provided by CFO.

#### **NP187. Agree Actions to be carried out prior to next meeting.**

See above.

#### **NP188. Date of Next Meeting**

The next Neighbourhood Plan committee meeting will be on Monday 28<sup>th</sup> October at 6 p.m. in the Turner Hall. The meeting will finalise the arrangements for the Public Meeting on the 2<sup>nd</sup> November.

Meeting closed at 19:20