

DRAFT MINUTES of a Meeting of the Neighbourhood Plan (NP) Committee of North Leigh Parish Council (NLPC) held on Monday 27th January 2025 at 6:00 pm in the Turner Hall

Committee Members Present:

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

Others in Attendance

None

NP215. Apologies for absence

Martin Bowsher – MB

NP216. Declarations of Interest

None.

NP217. Public Forum

No members of the public were present.

NP218. To Consider Actions of Last Meeting

The minutes of the meeting of 16th December recorded the following actions:

NP211 – KS – to finalise the application for Locality grant funding - Done.

NP212 – various – to draft text under various headings within the “Character Assessment” section – Done.

NP212 – AW, JW, KS, DH, PE – to draft text for the “Local Themes/Issues, challenges & opportunities” section of the document – Ongoing.

NP219. To Consider Finance & Locality Grant 2024/25 – invoices paid and grant status

KS reported that the application for a further £8,000 grant from Locality to support the work on the Village Design Guide has been completed and the grant has been received in the Parish Council bank account.

SL will email CFO to ask them to provide invoices for their work before the 31st March. SL will also ask Diana Craig to invoice for all of the eight hall bookings likely this year by the 31st March.

ACTION: SL

NP220. To Consider the Character Assessment (CA) document

Various members of the committee drafted text for each of the main geographic areas within the “Character Assessment” (CA) section of our NP document:

DP	Area A: The Village Centre
SV	Area B: Church Road and Kingston Heights
	Area C: Main Roads and attached side roads
AW	SUB-AREA 1: Park Road and Side Streets
DH, MS	SUB-AREA 2: New Yatt Road
PE	SUB-AREA 3: Common Road
JW, DH	Area D: Windmill Road and associated streets including Marlborough Gardens
SM, KS	Area E: East End and Wilcote and the Wider Parish
SL	Area F: Commercial and Industrial Outliers
	SUB-AREA 1: North Leigh Business Park
	SUB-AREA 2: New Yatt Business Centre
	SUB-AREA 3: Eynsham Park Estate Yard and Workshops

CFO collated these texts into “NL Character Assessment - DRAFT January 2025.docx”, and commented on them by adding review comments alongside the text. This was subsequently updated as “NL Character Assessment - DRAFT January 2025 – with MS comments.docx”

JW and KS have listed a number of typos and inconsistencies in the document. KS requested all members of the committee to forward any observations on the above document to him by 31st January and he will create an updated version to send to CFO by 17th February. This will allow CFO to rework the document, prior to our next committee meeting on 3rd March. It is hoped that CFO can be present at that meeting.

ACTION: All, KS

The terms “Cotswold style buildings” and “Vernacular style buildings” are mentioned several times. These will be made more consistent and referenced to the North Leigh Design Guide.

Area E – “East End and Wilcote” will be split into two sub-areas and these hamlets will be consistently referred to as such. There will be separate maps for the two hamlets.

ACTION: SL, KS

Grim’s Ditch – spelling to be made consistent and its importance made clearer by an expanded description. It should be highlighted as an archaeological asset, much valued by the community, within the introductory “Setting” section of the CA. Its description and historical significance should be expanded within the “Historical context and development” section.

ACTION: SV, KS

CFO have requested content for two further sections of the CA – “Key Community Views” and “Local Green Spaces”. SL will provide the first of these and a map for the second and SV will provide the text for the second.

ACTION: SL, SV

There was a discussion about the need to describe the three SSSI’s as a significant element of the character of the parish. SL will ask TM if this should be in the CA or elsewhere in the Plan. There was a discussion about whether it would be possible to designate additional SSSI’s, for example, North Leigh Common on account of its population of heathers, unique to West Oxfordshire. SL will ask the Wild Oxfordshire’s Nature Recovery Lead, Rachel Crookes.

ACTION: SL

There was a discussion about the population figure for North Leigh which is variously quoted as 2,126 and 2,978. AW will investigate and recommend the correct figure to be used.

ACTION: AW

“Local Themes / Issues, challenges and opportunities”

Various members of the committee have drafted text under each of the four main headings within the “Local Themes/Issues, challenges and opportunities” section of our NP document:

KS, DH – Development
JW – Green spaces & rural setting
AW – Infrastructure & facilities
PE – Transportation

SL will consolidate these contributions and forward to CFO by 17th February.

ACTION: SL

The “Character Assessment” and “Themes / Issues” documents will be reviewed at the meeting on 3rd March.

NP221. Agree Actions to be carried out prior to next meeting.
See above.

NP222. Date of Next Meeting

The next Neighbourhood Plan committee meeting will be at the Turner Hall at 6 p.m. on **Monday 3rd March 2025**. CFO representatives will be invited to give them an opportunity to respond to the submitted updates to the Character Assessment and “Themes / Issues” sections of the Plan and to explain the next steps.

KS will arrange for the next parish council newsletter to contain an update on the work of the committee.

ACTION: KS

Meeting closed at 19:00