

**MINUTES of a Meeting of the Neighbourhood Plan (NP) Committee of  
North Leigh Parish Council (NLPC) held on  
Monday 16<sup>th</sup> December at 6:00 pm in the Turner Hall**

**Committee Members Present:**

Martin Bowsher - MB  
Paul Evans - PE  
David Harris - DH  
Steve Legg (Secretary) – SL  
Suzanne Millar – SM  
David Painter - DP  
Kevin Swann (Vice Chair) – KS  
Sherard Veasey (Chair) – SV  
Judith Wardle – JW  
Adrian Watts - AW

**Others in Attendance**

Tom McCulloch – TM – Community First Oxfordshire (CFO)

**NP207. Apologies for absence**

Malcolm Shead (PC Rep) - MS

**NP208. Declarations of Interest**

None.

**NP209. Public Forum**

No members of the public were present.

**NP210. To Consider Actions of Last Meeting**

The minutes of the meeting of 25<sup>th</sup> November recorded the following actions:

NP203 – KS – to produce a summary of the feedback from the public meeting – done.  
NP204 – various – to consider how to draft text under various headings within the “Local Issues, challenges and opportunities” section – in progress.  
NP204 – SL – To contact CFO for advice on the above pieces of work – Done.

**NP211. 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 is ongoing and currently pending a request from Locality for further details of the work. KS will provide that information later today with the hope that the grant will be passed by Locality tomorrow. **ACTION: KS**

TM advised that he anticipated minimal costs would be incurred following completion of CFO’s work that is covered by the above grant. This might include:

- Publicity following publication of the reg14 plan – probably minimal costs associated with this since we have good communication routes available to us.
- Final document “prettification”? Not essential, but could be done using local skills if required.
- The document can be emailed to all consultees. A copy could be printed and lodged in North Leigh library.
- The committee may wish to present the Policies to a public meeting of the village – but this is not mandated.

KS reported that the Parish Council has budgeted for some costs to be incurred in 2025/6.

## NP212. To Consider recommendations of CFO (present at the meeting) on the next steps

### “Character Assessment” (CA)

Various members of the committee have taken responsibility for drafting 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 have inserted these texts into the draft CA (NL Character Assessment - DRAFT November 2024.docx), and commented on them by:

- a) Highlighting certain parts of the text
- b) Adding review comments alongside the text

TM requested that the various authors should each send CFO an updated copy of the CA draft document (NL Character Assessment - DRAFT November 2024.docx), having modified the various parts of their text as indicated by CFO. When editing the document, they should turn on change tracking (“Review” / “Track Changes” / “On”) so that their changes can be easily identified and extracted by CFO into their “master” copy of the CA.

The CA updates should be sent to TM by the 20<sup>th</sup> January at latest.

**ACTION:** DP, SV, PE, JW, MB, AW, DH, SM, KS, SL

### “Local Themes/Issues, challenges and opportunities”

Various members of the committee have taken responsibility for drafting 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

PE asked for clarification on how these sections should be prepared – where should the information be drawn from and how should it be presented? TM suggested it should be a brief outline of the “big ticket” issues identified through the survey and public meeting feedback. It needs to be short (less than 300 words as a guideline), and present these major issues at an overview level, without going into the details of how they might be addressed. This discussion would be contained within the “Policies” section.

TM suggested that the text should be organised as follows:

- Introduce the issue in a sentence or phrase, giving it a title.
- Why is the issue important? Provide data to support its importance. For example, the proportion of survey responses mentioning it.
- What is the impact of the issue not being addressed? What are the negative effects?

Note that the above should be stated at a high level, without going into a lot of detail.

TM said that some of the issues would not be appropriate to or relevant within the Plan, but need to be documented and presented as an appendix to the Plan. These might be issues such as footpath improvement, biodiversity/habitat improvement, playground / sports provision and

broadband improvement. These issues could be taken up by the Parish Council at a later date, and dealt with using CIL or S106 funds received from developers.

KS asked about issues that seem to span more than one group – such as parking. Is this an infrastructure issue or a Transport issue? TM said that it can be both – in terms of Transport, it is a current issue, whereas with Infrastructure it is more of a future issue if there is further development without increased infrastructure.

SV asked if our NP can express the view expressed in almost all of our feedback that there should be absolutely no further major developments in the parish, certainly not before substantial improvements to the infrastructure. TM responded that it is OK to record the feedback we have received, but that although the Plan cannot specifically prohibit future development it can state that the Plan is not allocating any sites for future development because the parish has already taken in excess of its fair share of development (with facts) and because the infrastructure of the parish would be manifestly unable to cope with any future development (with facts). The Plan can suggest preferences for the style and type of development if this is unavoidable. TM said it would be possible to have a Community Infrastructure Policy, stating that the parish would benefit from certain specified improved or additional amenities.

**ACTION:** AW, JW, KS, DH, PE.

In terms of the timing of this work, TM suggested that it should be scheduled either parallel to or subsequent to the work on the Character Assessment, which has a higher priority.

TM said that he thought we were on schedule to submit the Reg 14 draft Neighbourhood Plan by next summer. This draft would include the Design Code that CFO will produce.

The CA work will be reviewed at the next meeting in January, and the “Issue/Themes” at the following meeting

**NP213. Agree Actions to be carried out prior to next meeting.**  
See above.

**NP214. Date of Next Meeting**

The next Neighbourhood Plan committee meeting will be at the Turner Hall at 6 p.m. on Monday 27<sup>th</sup> January 2025. CFO representatives will be invited to give them an opportunity to respond to the submitted updates to the Character Assessment section of the Pan.

Meeting closed at 19:00