

**MINUTES of a Meeting of the Neighbourhood Plan (NP) Committee of  
North Leigh Parish Council (NLPC) held on  
Monday 10<sup>th</sup> November 2025 at 6:00 pm in the Turner Hall**

**Committee Members Present:**

Steve Legg (Secretary) – SL  
David Painter - DP  
Judith Wardle – JW  
Kevin Swann (PC) – KS  
Adrian Watts – AW  
Sherard Veasey (Chair) – SV

**NP305. Apologies for absence**

Paul Evans - PE  
David Harris - DH  
Suzanne Millar – SM

**NP306. Public Forum**  
None.

**NP307. Declarations of Interest**  
None.

**NP308. To Consider Actions of Last Meeting**

NP247 – Veteran tree TPO's – focus on veteran trees which could be threatened by potential development sites. The PC has been discussing TPO's – need to speak with Allison (PC Clerk) – **ACTION – SL – Continues**

NP267 – Update Baseline Evidence to refer to the length of PRW in parish – **ACTION – SL - Continues**

NP276 – Can the NP designate potential sites of village playground? Note that PC is discussing redeveloping the Adventure Playground. Rectory Homes have committed to building a MUGA on Rectory Rise – but it could be relocated or the design changed – again PC is discussing.

NP276 – Green Spaces – AW will write up these. **ACTION – AW - Completed.**

The committee reviewed the work AW had done on the green spaces.  
KS has produced a list of the owners of the various green spaces, which AW would incorporate into his document. There was also a request to replace all mentions of "Akerman" with "Akeman". AW will update the document and SL will forward it to CFO. KS will ask the Parish Clerk to write to the owners and AW will update the document to reflect this. **ACTION – AW, KS, SL.**

NP278 – Housing Policies – update in NP draft - **ACTION – SL – Completed.**

The committee reviewed the work done by SL in updating the Neighbourhood Plan (draft from CFO "vJune") – SL had added review comments to refer to a separate document "HD1-HD5 07-07-25". The committee agreed that these comments and updates should be forwarded to CFO.

SV mentioned that the Housing Policies in the above document need to have some minor changes to reflect the emerging 2043 Local Plan. He will pass these changes to SL by the 12<sup>th</sup> November.

**ACTION – SV, SL.**

NP287 – Local Views – **ACTION AW - Completed.**

The committee reviewed the work AW has done on the Local Views and agreed that SL should forward it to CFO. - **ACTION SL.**

SV and the committee expressed their appreciation of the work done by AW on the Key Local Views and Local Green Spaces.

NP297 & NP298 – List of actions arising from CFO email of 19<sup>th</sup> September, etc. – **KS – completed.**

NP301 – Design Guide – **SL** has responded to the CFO comments in the Design Guide.

**NP309. To consider schedule for progressing the NP to Reg 14 submission**

The committee reviewed a series of emails with CFO between October 28<sup>th</sup> and November 5<sup>th</sup> about a proposed timetable to get the NP ready for Reg 14 submission by the end of the year.

The committee concluded that this timetable might yet be feasible due to the recent work done to catch up on various aspects of the NP.

- 14-Nov-25 Committee to forward updated "Neighbourhood Plan "vJune" document to CFO with all review comments/responses and associated supplementary documents referenced from the review comments. Also, to forward updated Design Code draft.
- 28-Nov-25 CFO return updated NP draft to committee for final review / adjustments
- 1-Dec-25 Committee meet to agree the latest NP draft
- 2-Dec-25 Forward draft to North Leigh Parish Council for consideration
- 11-Dec-25 Parish Council meet to consider the draft. It could possibly be adopted at the meeting subject to comments being incorporated.
- 12-Dec-25 Drafting group meet to incorporate PC comments.
- w/c 15-Dec Submit the Reg14 draft to WODC

KS will email the Parish Clerk to include an agenda item for the 11<sup>th</sup> Dec.

KS suggested that it would help the PC members to review the draft if they could have an overview document to guide their reading of what is a very long document.

KS suggested that the PC be advised to submit comments in the format: Document Name / Page Number / Paragraph Number / Line Number / "old text" -> "new text". This would make it simpler to incorporate their comments.

SL will ask CFO if, in order to save time, the Design Guide might be submitted for the Reg14 review in MSWord format and converted into Adobe format subsequently.

**ACTIONS: KS, SL**

There was some discussion about the technicalities of passing the draft document(s) to the PC due to its size, making email impractical. One possible solution would be a Google Drive shared folder, but CFO may be able to provide another option when it comes to submitting the document(s) to WODC.

There was also a discussion of who the Reg14 draft should be sent to. CFO can advise.

**NP310. To review drafting work done on the Design Guide and Neighbourhood Plan since the last meeting.**

The committee reviewed the work SL has done on the Design Guide and Neighbourhood Plan and agreed that SL should forward it to CFO. - **ACTION SL**.

**NP311. To agree actions to be carried out prior to next meeting**

See above.

**NP312. Date of Next Meeting(s)**

The next Neighbourhood Plan committee meeting will be in the Turner Hall at 6 p.m. on Monday 1<sup>st</sup> December to consider the updated draft of the Neighbourhood Plan received from CFO along with an updated draft of the Design Guide. SL offered apologies for absence.

Meeting closed at 1915.