

**MINUTES of a Meeting of the Neighbourhood Plan (NP) Committee of  
North Leigh Parish Council (NLPC) held on  
Monday 2<sup>nd</sup> February 2026 at 6:00 pm in the Turner Hall**

**Committee Members Present:**

Paul Evans - PE  
David Harris - DH  
Steve Legg (Secretary) – SL  
Suzanne Millar – SM

Kevin Swann (PC) – KS  
Judith Wardle – JW  
Adrian Watts – AW  
Sherard Veasey (Chair) – SV

**NP329. Apologies for absence**

David Painter - DP

**NP330. Public Forum**

None.

**NP331. Declarations of Interest**

None.

**NP332. To Consider Actions of Last Meeting**

The previous meeting was informal and no minutes were produced.

**NP333. To consider the documents needed for the NP Reg 14 submission**

KS had distributed a schedule of documents and a plan for preparing for and running the Reg 14 consultation process.

**NP334. To consider the timetable for the NP Reg 14 consultation.**

SL made a provisional booking for the Memorial Hall for Saturday 11<sup>th</sup> April at 2 p.m. for the Public Meeting that is required as a part of the Reg 14 public consultation.

The consultation process would possibly start two weeks before that date – on the 27<sup>th</sup> March, ending six weeks later, on 8<sup>th</sup> May.

There will be a publicity campaign in the village around the time of the start of the consultation, with Facebook posts, PC website, mail chimp emails, posters, and leaflets to go to every house.

KS plans to publish a Parish Council Newsletter at the end of February, which would provide an opportunity to alert residents to the upcoming consultation.

Documents will be made available on the Parish Council website. The Parish Council clerk will be consulted over how this will be arranged.

It is required to create a feedback database to record the dates consultees were contacted, when they responded, how many comments had been supplied and when these were responded to. KS suggested an Excel spreadsheet would suffice. *(Noted later: It could have shared access to permit the parish council clerk and certain others to maintain it. SL).*

SL mentioned that Tony Chan, has been working on a more professional-looking and attractive design of the NP document, and has been produced a number of drafts in recent weeks. This version of the document is available for inspection by the committee, via the Google shared drive [here](#). From now on, this is the definitive version of the document. It is available for view only access, and committee members are recommended to download a local copy and view it using MSWord. See below for further details of the files.

The committee discussed the type of feedback form that should be used. CFO had suggested and provided templates for a number of slightly different forms depending on the type of consultee. The committee felt it would be simpler to use the same feedback form for all consultees.

The list of statutory consultees was reviewed. It was hoped that the Parish Council Clerk would be able to provide contact emails for them and could advise which ones were contacted for the Appleton NP.

It was noted that in addition to the electronic copy of the documents on the PC website, printed copies of the NP documents would be made available at certain places in the village – for example, the Memorial Hall, and the Library.

**NP335. To agree actions to be carried out prior to next meeting**  
See above.

**NP336. Date of Next Meeting(s)**

KS & SV will meet in the next few days to agree a plan for approaching landowners of green spaces.

SL, KS & SV will meet with the Parish Council chair and clerk in the next few days to discuss the administrative logistics of preparing for the consultation. **ACTION: SL, KS, SV**

The next Neighbourhood Plan committee meeting will be in the Turner Hall at 2 p.m. on Tuesday 24<sup>th</sup> February (TBC).

Meeting closed at 19:25

**Further details of the current location of the draft NP files.**

The files are currently located in a Google drive shared folder named:  
**NLNP - Draft for Submission for Reg14 Review**

The main NP document is named:  
**North Leigh Neighbourhood Development Plan - Regulation 14 consultation draft-2-Feb-2026**

Note that the date the document was last uploaded to the share is appended to the filename, and this date will change as further updates are made.

The document is included in both its MSWord form, and as a PDF. In both cases, it is suggested that the file is downloaded to your local device before viewing, as your local viewer will give a better rendition than the Google viewer.

Other documents in the shared folder comprise the various appendices to the main document.

When the consultation goes live, the consultees will access these files stored on the Parish Council website. **Do not forward the link to the Google drive folder to any consultee or interested party.**

Drive

New

North Leigh Neighbourhood...

NLNP Updated Re...

NLNP - Archeologi...

NLNP - Baseline E...

NLNP - Character ...

NLNP - Draft for S...

Superceded do...

NLNP - Housing P...

NLNP - Local Gree...

NLNP - Meeting P...

NLNP - Presubmis...

NLNP Views & Loc...

Computers

Search in Drive

My Drive > North Leigh Neighbour... > NLNP - Draft for Submis...

Type

People

Modified

Source

Name	Owner	Date modified	File size
North Leigh NDP Appendix 6 - Local Green Spaces.pdf	me	Dec 2, 2025	17.2 MB
North Leigh NDP Appendix 7 - Community Improvement Projects.docx	me	Nov 16, 2025	29 KB
North Leigh NDP Appendix 7 - Community Improvement Projects.pdf	me	Dec 3, 2025	105 KB
North Leigh NDP Appendix 8 - Wychwood and Lower Evenlode CTA.pdf	me	Nov 16, 2025	469 KB
North Leigh NDP Appendix 9 - Listed Buildings of North Leigh Parish.docx	me	Dec 3, 2025	17 KB
North Leigh NDP Appendix 9 - Listed Buildings of North Leigh Parish.pdf	me	Dec 3, 2025	84 KB
North Leigh NDP Appendix 10 - Key Local Views.docx	me	Dec 3, 2025	4 MB
North Leigh NDP Appendix 10 - Key Local Views.pdf	me	Dec 3, 2025	4.1 MB
North Leigh Neighbourhood Development Plan - Regulation 14 consultation draft...	me	Feb 2	7.1 MB
North Leigh Neighbourhood Development Plan - Regulation 14 consultation draft...	me	Feb 2	5.5 MB