

**MINUTES of a Meeting of the Neighbourhood Plan (NP) Committee of  
North Leigh Parish Council (NLPC) held on  
Tuesday 24<sup>th</sup> February 2026 at 2:00 pm in the Turner Hall**

**Committee Members Present:**

Steve Legg (Secretary) – SL  
Suzanne Millar – SM

Kevin Swann (PC) – KS  
Judith Wardle – JW  
Adrian Watts – AW

**NP337. Apologies for absence**  
Paul Evans, David Harris, David Painter

**NP338. Public Forum**  
None.

**NP339. Declarations of Interest**  
None.

**NP340. To Consider Actions of Last Meeting**

NP336 – completed – meeting with Parish Council representatives.

**NP341. To consider the steps required to launch the NP Reg 14 submission**

(The Plan will be made available for consultation on 27<sup>th</sup> March. The consultation will conclude 6 weeks later, on 8<sup>th</sup> May. There will be a public meeting in the Memorial Hall at 2 p.m. on Saturday 11<sup>th</sup> April).

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

KS is now detailing it out further in the form of a spreadsheet. It incorporates a checklist of tasks to prepare for the consultation, tasks needed to run it and those needed after it concludes. It includes a list of statutory consultees and local organisations that should be contacted. This last having been provided by the Parish Council Clerk. It also includes a section to record the responses to the consultation.

**ACTION: KS**

KS reported that Memorial Hall Committee will meet later and he will ask the Committee to consider a request to allow the Memorial Hall foyer to be used for a focal point of the public consultation. There would be a desk and chair there with a bound hardcopy of the main document and one of the appendices. These will be attached to the desk by security wire. There will also be a supply of paper response forms and a post-box to deposit the completed forms.

**ACTION: KS**

JW offered to publicise the consultation at the Wednesday Community Coffee Morning. **ACTION: JW**

AW offered to produce A4 flyers to go out on telegraph poles around the village. A “save the date” version 4 weeks before the public meeting, a second “coming soon” version 2 weeks before and a third “don’t forget” version 1 week before. KS recommended using the Parish Council print shop and plastic wallets for weather proofing rather than plasticised posters.

**ACTION: AW**

KS said that the Parish Council has sufficient budget allocated in 2026 to cover the anticipated Neighbourhood Plan expenses.

SL will draft an A5 leaflet to be delivered to all houses by committee members 2 weeks before the 11<sup>th</sup> April public meeting. The leaflet will include a QR Codes / links to the consultation documents and online response website (SurveyMonkey). It will also briefly list the areas covered by the draft policies, the benefits of having a NP (e.g. enhanced SIL, better control of speculative development), and emphasise that the policies are intended to represent the views of local people captured by the previous public meetings.

**ACTION: SL**

Other local publicity was discussed: Parish Council Email, Parish Council Newsletter, A-Board in Memorial Hall Foyer, Social Media posts, etc.

There was a discussion of the status of the “Call for Sites” made by the District Council in February 2024. All had been discounted by the draft 2043 Local Plan, although one of them (Lioncourt) has been proposed by developers, and contractors have been observed taking soil samples at another (Ridge Planning - West of Common Road). Consequently, there may be an argument to reproduce the “purple triangles” map in the publicity for the upcoming public meeting.

**NP342. To agree actions to be carried out prior to next meeting**  
See above.

**NP343. Date of Next Meeting(s)**

The next Neighbourhood Plan committee meeting will be in the Turner Hall at 2 p.m. on Tuesday 17<sup>th</sup> March.

Meeting closed at 14:50.