

**MINUTES of a Meeting of the Neighbourhood Plan (NP) Committee of  
North Leigh Parish Council (NLPC) held on  
Tuesday 17<sup>th</sup> March 2026 at 2:00 pm in the Turner Hall**

**Committee Members Present:**

Paul Evans – PE  
David Harris - DH  
Steve Legg (Secretary) – SL  
Allison Leigh (Parish Council Clerk) – AL  
David Painter - DP

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

**NP344. Apologies for absence**

Suzanne Millar

**NP345. Public Forum**

None.

**NP346. Declarations of Interest**

None.

**NP347. To Consider Actions of Last Meeting**

NP341 – completed.

**NP348. To consider the remaining 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 distributed 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.

As the documents would be going live on the 27<sup>th</sup>, there was an urgent need to finalise them. AL & SL would arrange this after the meeting.

**ACTION:** AL, SL

The posters and leaflets had been printed and KS brought them to the meeting. The printers had made a mistake and printed the second poster as the leaflet and vice versa. It was decided to ask the printer to re-do the 3<sup>rd</sup> poster but to use the leaflet as provided.

**ACTION:** AL

The distribution of the posters and leaflets was arranged, with various members of the committee undertaking to distribute around the village.

KS and SL will set up the table and post-box in the Memorial Hall. A hard copy of the Neighbourhood Plan and its Appendices will be displayed there, along with blank response forms to be posted in the post-box in the foyer.

**ACTION:** KS, SL

There was a discussion about the details of the various statutory and non-statutory organisations to be contacted regarding the consultation and some updates were made to this list. The Parish Clerk agreed to send out the emails and letters at the start of the consultation.

**ACTION:** AL

**NP349. To agree actions to be carried out prior to next meeting**

See above.

**NP350. Date of Next Meeting(s)**

The next Neighbourhood Plan committee meeting will be in the Turner Hall at 2 p.m. on Tuesday 7<sup>th</sup> April.

Meeting closed at 14:50.