

**MINUTES of a Meeting of the Neighbourhood Plan (NP) Committee of
North Leigh Parish Council (NLPC) held on
Monday 27th July 2026 at 4:00 pm in the Turner Hall**

Committee Members Present:

Paul Evans – PE
Steve Legg (Secretary) – SL
David Painter - DP
Kevin Swann (PC) – KS

Sherard Veasey (Chair) - SV
Judith Wardle - JW
Adrian Watts – AW

NP394. Apologies for absence
David Harris

NP395. Public Forum
None.

NP396. Declarations of Interest
SV mentioned that the landowner of part of the proposed Shakenoak Local Green Space adjoins his land, thus making discussion over this proposal difficult for him.

NP397. To Agree and sign the minutes of the previous meeting
The minutes were agreed and signed by the chairman.

NP398. To Consider Actions of Last Meeting
NP381 – Communicate results of the Reg14 consultation – KS – Ongoing – see below
NP390 – Prepare emails to send to all individual respondents – KS (etc) – Ongoing – see below

- Document control procedure – SL - Done
- Update the NP document Housing Policies in line with DC comments – SL / SV – Ongoing – see below...

There was a discussion about the need to include a detailed Housing Needs Assessment in support of housing policy HD2. Advice had been received from WODC strongly recommending this, but it would be a detailed piece of work requiring professional assistance. It was agreed to request a quote from Bluestone and CFO for this work.

ACTION: SL

- Obtain quote for Basic Conditions Statement – SL - Ongoing
- Update NP Document RS Policies and N4 – AW / PE - Done
- Update NP Document N1, N2, N3 – JW – Ongoing - see below...

There was a discussion about the WODC comment on Policy N2 bullet 5, where it was suggested that the policy should include a reference to the council's Biodiversity Specification 2 for amphibians and reptiles. It was agreed to include this reference. There should also be a reference to the TVERC report for North Leigh which recorded a large number of bat species.

ACTION: JW

There was a discussion about the extent to which we can include information from the TVERC report without infringing copyright restrictions. These do not explicitly forbid publishing within a Neighbourhood Plan, and some local plans have included a TVERC report as an appendix.

- Update NP Document in light of General Comments – KS – Ongoing.

NP399. To consider the processing of responses from the Reg 14 Consultation

Responding to Comments from Individuals and Local Organisations

KS distributed the following documents:

- NLNP Consultation Responses Including Comments and Response Categories.xlsx – The spreadsheet tabs show:
 - All responses - this includes the category of the response and which text will be used to reply
 - Respondents with comments - this shows only the respondents who had actual comments. Those highlighted may require some addition/minor changes to the next draft.

- Respondent Response Category - just shows a simple version of the response category
- NLNP Responses Requiring Possible Action.docx – shows only the comments that may require and action, with the text and recommendation from AI. The B & C categories of response will be sent a custom response email.
- NLNP Response template A.docx - The A category will be a template.
There was a discussion of these documents. Although the committee is not obliged to reply to respondents who made no specific comments, it was decided that we would do so anyway.

It was agreed that a small group would be convened to determine the action to be taken over comments requiring a more detailed response than those in category A. The group would meet on Tuesday 4th August at 4 p.m. in the Turner Hall. **ACTION:** KS, SV, PE, SL

WODC / OCC Comments on Policies TF1 and IF1-IF2

DP and AW will meet to prepare our responses to the OCC & WODC comments on these policies. SL placed a lock on the relevant files in the Google shared drive in anticipation of their updating them **ACTION:** DP, AW

NP400. To consider draft timeline of activities over the coming 12 months

The plan for the next few weeks requires us to complete all document update by 24th August in order to allow 7 days for the new plan to be formatted ready for submission to WODC by 31st August.

NP401. To agree actions to be carried out prior to next meeting

See above.

NP402. Date of Next Meetings

The next meeting of the full Neighbourhood Plan committee will be in the Turner Hall at:

- 4 p.m. on Monday 10th August.

There will be drafting subgroup meeting in the Turner Hall at – 4 p.m. Tuesday 4th August

- Individual Comments responses – (KS, SV, PE, SL)

Meeting closed at 18:35