

**MINUTES of a Meeting of the (INFORMAL) Neighbourhood Plan (NP) Committee of
North Leigh Parish Council (NLPC) held on
Monday 17th August 2026 at 4:00 pm in the Turner Hall**

Committee Members Present:

Paul Evans – PE

Steve Legg (Secretary) – SL

Kevin Swann (PC) – KS

Judith Wardle - JW

Adrian Watts – AW

NP412. Apologies for absence

Sherard Veasey – KS chaired in his absence

David Painter

NP413. Public Forum

None.

NP414. Declarations of Interest

None.

NP415. To Agree and sign the minutes of the previous meeting

The minutes were agreed and signed by the deputy chairman.

NP416. To Consider Actions of Last Meeting

NP408 – Ordering against from Bluestone and CFO for Basic Conditions Statement work –

SL- IN PROCESS – await contract sign off.

- Prepare updates to NP Document for “General etc” comments – PE / AW – **DONE** – added a new section on Digital Infrastructure.
- Performing proof reading – DP / JW – **DONE** - DP commented that there are quite a few global edits also needed - for example fix the spelling of Domesday.
JW queried one of the view definitions in which the wording mentioned the view was “towards Wilcote”, although Wilcote is not visible. Agreed to modify wording to “In the direction of Wilcote (not itself visible from here)” **FURTHER ACTION:** SL will apply this additional update
- An issue with the Character Assessment appendix in the map which showed extents of the EE and Wilcote character areas having the same joint label. Also noted in the Local Green Space appendix that the “Beach Field” was used with a Local Green Space that no longer has this name. SL agreed to fix this.

ACTION: SL - ONGOING

- Incorporating above changes – **SL - ONGOING**

NP409 – Design process to create the Consultation Statement (see below) – SL / KS

KS had circulated an updated spreadsheet “*Reg 14 Checklist AL 1.09 updated KSSL 11 Aug AL Updated 11 & (17 with individuals)Aug.xlsx*”. Contains Individuals, Statutory, Local Business, etc.

Individuals – a few responses required document amendment

Statutory – OCC & WODC have been processed. A number of other statutory responses have yet to be processed, some of which will require document changes.

KS circulated the email about SEA / HRA assessments not being required. The document set to be updated to mention this.

ACTION – the Committee

KS circulated copies of other statutory responses – Witney Town Council, Natural England, Ramblers, Thames Water. These will need processing and any required documentary changes to be included

ACTION – the Committee

KS discussed landowners responses – Lioncourt and Helix / Hyas –their responses to be processed and the outcome reported in the Consultation Statement.

ACTION – the Committee

The drafting of the Consultation Statement will be the next major document to be prepared in advance of the Reg 16 submission – it will be part of the pack of documents we will prepare and submit. See below...

NP417. To consider the work on the Consultation Statement for Reg 14 Consultation

There was a discussion of the responses to Individual's comments in the Stonesfield Neighbourhood Plan / Consultation Statement. There were a large number of these which had been reported in detail – possibly because many of them raised quite voluble negative remarks. A section had been listed but not responded to – categorised as “ad hominem”. It was noted that the number of negative or contentious comments from North Leigh residents was much lower.

Brize Norton plan Consultation Statement was also examined but found to list none of the residents comments in detailed but instead just contained an overview of the balance of responses and main issues raised.

The official position is that a breakdown of individual responses is not mandatory in the Consultation Statement, although a record of these may optionally be included as an Appendix.

KS offered to draft the Consultation Statement based principally on a modified and extended version of the draft document mentioned in **416** above. The Committee to review and correct the draft CS.

ACTION: KS / Committee

NP418. To consider draft timeline of activities over the coming 12 months

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

Since the Basic Conditions Statement is to be done by BP, the biggest remaining piece of work is the Consultation Statement.

There was a discussion about whether we could stick with the above schedule, and it was thought now to be too challenging. Consequently, **it was decided to aim for submission of the document set by 30th September.**

It was noted that when we have decided the date we can submit, we must inform WODC of our intention.

NP419. To agree actions to be carried out prior to next meeting

See above.

NP420. Date of Next Meetings

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

- 4 p.m. on Tuesday 1st September.

Meeting closed at 18:05