

# Meeting Minutes

**Project Name:** Leavenheath Neighbourhood Plan

**Meeting Date:** Tuesday 28<sup>th</sup> January 2020

**Location:** Leavenheath Village Hall

**Attendance:** Dave Gardner, John Simpson, Paul Rossington, Rachel Bellenie, Dean Kingham, Paul Reeve, Nigel Rodgers, John Garrett, Greg Deeks, Pete Reason

## **1.0 Apologies for absence**

None.

## **2.0 Previous minutes**

No comments on previous meeting minutes, therefore deemed to be accepted.

## **3.0 Programme**

Programme reviewed and progress noted as following outline programme dates.

## **4.0 Appointment of Consultants**

4.1 Quotation received from Rachel Leggett was distributed and reviewed by the group. It was agreed that the Parish Council would be approached to provide funding for the 1<sup>st</sup> stage of the fee proposal to include the initial meeting.

4.2 Funding for further stages, and any additional consultancy work, to be applied for once Locality funding for 2020/2021 is open.

4.3 Paul Reeve presented quotations for traffic surveys on the A134, which was considered by the group to be useful information. It was agreed that Paul would approach the lowest tendering for confirmation of costs for 2 survey points on the A134 on either side of the High Road junction for 1 week – DK and RB to then present costs to Parish Council for agreement.

## **5.0 Community Workshop**

5.1 Leaflets printed for the community workshop on Saturday 8<sup>th</sup> February, and Dave G and Pete R to organise door-to-door distribution. Posters printed and to be put up around the Village, with advert placed in the LSPN and on the website.

5.2 The arrangements for the community workshop on Saturday 8<sup>th</sup> February 2020 were discussed and agreed. The six agreed topics were distributed amongst the group to prepare presentation boards.

5.3 Greg D offered to contact as many local community groups and businesses as possible to invite them to the community workshop.

## **6.0 Newsletter**

6.1 Newsletter to be reviewed after next meeting, to provide a regular update of progress. Rachel B to take lead on newsletter.

**7.0****Website**

7.1

Nigel R has been managing the group website, and has been updating with relevant information

**8.0****AOB**

8.1

Confirmation from David Handley that he would be formally resigning from the steering committee.

**9.0****Next Meeting**

It was agreed that the next meeting would be Tuesday 25<sup>th</sup> February 2020 at 7.30pm at the Village Hall. DK to book the meeting room, and Paul Reeve to pick up keys as DK and RB are away.