

Meeting Minutes

Project Name: Leavenheath Neighbourhood Plan

Meeting Date: Tuesday 23rd June 2020

Location: Online Meeting

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

1.0 Apologies for absence
None.

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

3.0 Funding & Costs

3.1 No costs incurred during the period since the last meeting. To be reviewed at each meeting against the funding amount.

3.2 John S confirmed that the consultant's appointment document for Rachel Leggett & Associates had been checked through and passed to the Parish Council for signing. Rachel B and Dean K to follow up.

4.0 Project plan

4.1 Current works planned up to September 2020 are on programme.

5.0 Works to progress

5.1 The draft Housing Needs Assessment had been received from AECOM, and needed reviewing and response by the group by the 7th July 2020 – **please note that this is prior to the next scheduled meeting, so please forward any comments by Monday 6th July to enable John S to compile and submit.**

5.2 The initial findings of the Housing Needs Assessment include:

- a) That house prices in Leavenheath are higher than average in Babergh.
- b) That there is a lack of affordable houses, and a suggested need for 20 affordable dwellings for rent and 39 affordable dwellings for sale over the plan period.
- c) That due to this not being possible within the 44 new dwellings to be provided over the plan period, to provide 28% ownership and 72% rent proportion across all affordable dwellings moving forward.
- d) That the recommendation is for more 3-bedroom dwellings and some 1-bedroom dwelling, but actively discouraging 4+ bedroom dwellings.
- e) That there is a possible need for 40 specialist homes for older people, such as sheltered accommodation etc.

5.3 John G has been working on the Character Appraisal with assistance from other group members. Next stage is to mark up the parish plan with the

different character areas for further discussion within the group, with supporting photos and descriptions.

5.4 The stakeholder engagement tasks were discussed, and confirmed that each group member would move forward with this. Some interviews already undertaken and documented. All interviews to be completed by the end of August 2020.

5.5 Local businesses to be contacted, and Rachel L has provided a simple questionnaire for this via Survey Monkey for distribution. Nigel to compile list of local businesses to contact, with all group members to send through any known contacts. All contact to be completed by the end of August 2020.

5.6 Emma Harrison continues to work on the data profile to form part of the evidence base with draft copy issued on 14th June 2020. All comments to be returned to John S by Friday 26th June to collate and forward to Emma.

5.7 The issue of site allocations within the NP was discussed, and how to undertake public consultation on this issue during Covid-19.

6.0 AOB

6.1 Nigel noted that the Leavenheath Neighbourhood Plan website server has changed, and that the DNS address needed to be updated. Dean K to action.

6.2 The fact that limited historical information exists for Leavenheath was discussed, and Greg offered to speak with contacts at Stoke by Nayland to see if they have any other information or documents.

7.0 Next Meeting

It was agreed that the next meeting would be Thursday 9th July 2020 at 7.30pm online. John S to send through Zoom meeting invite.