

Meeting Minutes

Project Name: Leavenheath Neighbourhood Plan

Meeting Date: Tuesday 1st September 2020

Location: Online Meeting

Attendance: John Simpson, Paul Rossington, Rachel Bellenie, Dean Kingham, Nigel Rodgers, Pete Reason, Rachel Leggett

1.0 Apologies for absence

None.

2.0 Previous minutes

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

3.0 Call for Sites poll

3.1 John S confirmed that the final tally of votes for the Call for Sites poll, with combined email and hardcopy votes, were 44 'Yes' votes (18%) and 196 'No' votes (82%). Total of 240 votes.

3.2 The steering group agreed that this was a clear indication from residents that the Neighbourhood Plan should not be undertaking a Call for Sites, and should not look to allocate more land than is currently identified within the emerging Joint Local Plan. It was agreed that this would be followed in the development and production of the Neighbourhood Plan, with a focus on policy development rather than land for development.

3.3 Rachel B and Dean K to present results of the poll at the next Parish Council on Wednesday 2nd September 2020, to enable the PC to formulate their response to the Lady Anne Windsor Trust's request for a housing needs survey.

3.4 Nigel R to include poll results on the website, Pete R to provide update on Facebook, and John S to organise update in the LSPN.

4.0 Project plan

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

5.0 Works to progress

5.1 The final Housing Needs Assessment has been received from AECOM.

5.3 Further work to be undertaken on the Character Appraisal. All group members to review the current status of the document, with Pete R to lead this. To be reviewed by the group, and discussed in detail at a future meeting.

5.4 The stakeholder engagement tasks were discussed, and confirmed that the vast majority of these have been completed and notes uploaded to Dropbox. All remaining interviews to be completed within the next 2 weeks.

5.5 Local businesses have also been contacted as part of the stakeholder engagement. A link to the Survey Monkey questionnaire has been emailed to all local businesses with contact email addresses – letters have been posted to the remaining businesses without full contact details available.

5.6 The importance of Design Codes were discussed, and Rachel L suggested that the steering group visited local developments to critique design elements.

5.7 John S to complete technical support application for assistance with creation of Design Codes. Rachel L noted that the Character Appraisal should be completed prior to commencement of any work by AECOM on this.

5.8 The policy ideas workshop was agreed for Saturday 26th September 2020, between 10am-2pm. Dean K to review Covid-19 guidance for how we could possibly hold this in person, as it was agreed by all that this would be much more effective than holding an online workshop. All steering group members to review other NPs to review their policies, such as Assington and Newton.

6.0 AOB

6.1 Dean K noted that the Leavenheath Neighbourhood Plan website needed to have the domain name renewed by 20th September 2020, and will action.

7.0 Next Meeting

Depending on progress with the Character Appraisal, a dedicated meeting prior to 26th September would be of value. Pete R to advise following review of the current document.