

Meeting Minutes

Project Name: Leavenheath Neighbourhood Plan

Meeting Date: Thursday 9th July 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, 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 Funding & Costs

3.1 Invoice received from Emma Harrison upon completion of the data profile work. Reviewed against the allocated grant funding, and deemed accepted. To be confirmed with Parish Council for payment.

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 has been reviewed by the group. Comments returned to AECOM, including identifying miscalculations which has reduced the need for affordable dwellings for rent from 20 to 17.

5.3 John G has been working on the Character Appraisal with assistance from other group members. A mark up the parish plan has been provided with the different character areas for further discussion within the group, with supporting photos and descriptions. 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 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 The issue of site allocations within the NP was discussed, and how to undertake public consultation on this issue during Covid-19. It was agreed that a leaflet would be distributed to each household to explain the work completed to date, and the design needed on whether to undertake a call for sites. Rachel L to put together a draft leaflet for comments by Thursday 16th July. It was decided that a simple Yes/No vote would be most appropriate, with responses to be via email and drop-off with suitable Covid-19 secure measures in place. Printing and distribution to be undertaken in July if possible, with results back by the end of August – majority vote to be actioned by the steering group.
- 5.7 Rachel B and Dean K presented the latest information from the Lady Anne Windsor Trust as they have sought approval from the PC to proceed with a HNS funded by Babergh. It was agreed that this would be particularly poor timing given the need for the NP group to get a residents' vote on site allocations. It was agreed that the PC should be asked if this could be postponed.
- 6.0 AOB**
- 6.1 Nigel noted that the Leavenheath Neighbourhood Plan website was still working following a change of server.
- 6.2 **Post Meeting Note:** following the meeting Dave G confirmed that he would be withdrawing from the steering group.
- 7.0 Next Meeting**
It was agreed that the next meeting would be Thursday 16th July 2020 at 7.30pm online. John S gave his apologies as he would not be able to attend – Pete offered to arrange the Zoom invitation for the meeting.