

Meeting Minutes

Project Name: Leavenheath Neighbourhood Plan

Meeting Date: Tuesday 26th May 2020

Location: Online Meeting

Attendance: John Simpson, Paul Rossington, Rachel Bellenie, Dean Kingham, Paul Reeve, Nigel Rodgers, John Garrett, Greg Deeks, Pete Reason, Rachel Leggett (part), Emma Harrison (part), Andrea Long (part)

1.0 Apologies for absence

None.

2.0 Previous minutes

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

3.0 Update on funding applications

3.1 John S confirmed that the main grant application for £9000 had been accepted, and that the due diligence had been completed. The grant money is expected to reach the Parish Council's bank account within the next few days.

3.2 Greg D volunteered to act as treasurer for the grant money. Receipts and invoices to be kept, and a running total kept. It was confirmed that the grant application was based on Rachel Leggett's fee proposal dated April 2020, and covers tasks therein up to March 2021. All invoices to be paid by the Parish Council directly.

3.3 John S confirmed that the technical funding application for the Housing Needs Assessment had been accepted, and that a start up meeting with AECOM was to be scheduled for 27 May 2020. **Post meeting note:** AECOM have confirmed that the draft report would be issued within 6-10 weeks, with a draft by mid-July. Once issued, we would have 2 weeks to review and make any comments. John S has passed on the results from our questionnaire survey, and also explained the current issues re bus services, which AECOM will reference within the report.

4.0 Project plan

4.1 There was no update available on the Joint Local Plan adoption, and it is not yet known when this is to be adopted.

5.0 Works to progress

5.1 John G volunteered to take the lead with the character appraisal work, including the Local Green Spaces and Non-Designated Heritage Assets. Resources have been provided by Rachel Leggett and are available on Dropbox, along with a couple of examples from other neighbourhood plans. John G to liaise with other group members as required.

- 5.2 Rachel Leggett and colleagues to be formally appointed. Rachel to send through appointment form for signing.
- 5.3 Emma Harrison to start work on the data profile to form part of the evidence base. Completion estimated by the end of June 2020.
- 5.4 Rachel Leggett to send through a stakeholder engagement brief within the next 2 weeks, and prior to the next meeting.
- 5.5 Rachel Leggett noted that Landmark had confirmed an additional £1000 grant available due to Covid-19 impacts. Steering group to review to see whether this was worth applying for.
- 5.6 Rachel Leggett and colleagues ran through their programme of work for this financial year, and clarified what each consultant was undertaking.
- 6.0 Website**
- 6.1 Nigel R to include a news article on the website to confirm the grant approval, and to confirm that the Neighbourhood Plan was still proceeding despite the current circumstances.
- 7.0 AOB**
- 7.1 None.
- 8.0 Next Meeting**
- It was agreed that the next meeting would be Tuesday 9th June 2020 at 7.30pm online. John S to send through Zoom meeting invite. Rachel Leggett to attend, but no need for Andrea or Emma to attend at this time.