

Meeting Minutes

Project Name: Leavenheath Neighbourhood Plan

Meeting Date: Tuesday 15th October 2019

Location: Leavenheath Village Hall

Attendance: Dave Gardner, John Simpson, David Handley, Paul Rossington, Pete Reason, Rachel Bellenie, Dean Kingham, Paul Reeve, Nigel Rodgers, Chris Long-Price, John Garrett, Greg Deeks

1.0 Apologies for absence

No apologies for absence received.

2.0 Previous minutes

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

3.0 Programme

Indicative programme tabled by JS and discussed. Highlighted the various stages of the plan production up to referendum stage.

4.0 Website

4.1 NR volunteered to manage the website updates, with DK to organise website training between the current website manager and NR.

Post Meeting Note: as NR will be away in November, it was suggested that the current website manager continues until NR returns in December.

4.2 Terms of Reference, Complaints Procedure and GDPR Policy to all be uploaded to the website. Meeting minutes to be uploaded to the website.

Post Meeting Note: dates of future meetings to be shown on the website in accordance with the Terms of Reference from Leavenheath PC.

5.0 Neighbourhood Plan Survey

5.1 Version 4 of the Neighbourhood Plan survey was tabled and discussed. It was agreed by all that the document was signed off for printing and delivery, subject to final checks on spelling and formatting. Target collection/return date of 16th November agreed for surveys.

JS to incorporate the latest minor amendments and issue to all of the steering group by email. Final responses to be provided by the steering group by Friday 18th October – to be incorporated and issued to the printers for printing w/c 21st October.

5.2 The option of a parallel online questionnaire was discussed. The costs for this have been forwarded to Leavenheath PC, but no response has been received on this. It was agreed that we would not proceed with an online version at this time, and concentrate on the paper copy.

5.3 Distribution strategy was discussed. DH to collect the printed questionnaires from Spingold once ready, and deliver to DG. DG will be organising the

distribution of the questionnaires with assistance from other members. Distribution to commence as soon as questionnaires received, and be completed by w/c 4th November.

5.4 Collection strategy was discussed. DK and RB have organised the lockable post boxes for Hare & Hounds pub and the Village Hall. DK to liaise with the Village Hall Committee re installation of the lockable post box. PR and DG to review the post boxes regularly, and empty as required.

5.5 Storage of hard copies was discussed. RB confirmed that they are awaiting a response from the Leavenheath PC Clerk on this, and compliance strategy under GDPR.

5.6 Data entry and analysis strategy to be discussed at the next meeting. Suggestions welcomed from members.

5.7 DK to organise advert in LSPN to raise awareness of survey distribution, and to request as many responses as possible. DK to also organise posters to put around the village.

6.0 Steering Group

6.1 Three new members were welcomed to the steering group, and apologies given for incorrect email addresses. Contact sheet filled in with all current member details, to be uploaded to the group Dropbox folder.

6.2 Secretary position still unfilled – considered to be an important role as a key point of contact for all residents and interested parties. Members urged to consider whether they would be able to put themselves forward for this.

7.0 AOB

7.1 RB expressed interest in producing a regular newsletter for distribution to the residents, and included within the LSPN. It was agreed that this would be a good way of informing on progress, and confirming dates for any future workshops/open mornings etc. RB to look at this once the surveys have been collected.

7.2 DK to get contact details for the Leavenheath Village Recorder so that the group can engage with and collect information for the evidence base and village history.

8.0 Next Meeting

It was agreed that the next meeting would be Tuesday 19th November at 7.30pm at the Village Hall. DK to book the meeting room.