

# Meeting Minutes

**Project Name:** Leavenheath Neighbourhood Plan

**Meeting Date:** Tuesday 7<sup>th</sup> January 2020

**Location:** Leavenheath Village Hall

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

## **1.0 Apologies for absence**

Apologies from Pete Reason. Confirmation from Richard Smith that he would be formally resigning from the steering committee.

## **2.0 Previous minutes**

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

## **3.0 Programme**

Programme reviewed and progress noted as following outline programme dates.

## **4.0 Website**

4.1 NR to manage the website updates.

4.2 JS to set up a gmail account for the steering group. Post meeting note – set up as [LeavenheathCAG@gmail.com](mailto:LeavenheathCAG@gmail.com) and could be included on the website as the main means of contact.

## **5.0 Neighbourhood Plan Survey**

5.1 Questionnaire analysis report tabled and discussed. All parties thanked for their time in entering the data.

5.2 The arrangements for the prize draw on Saturday 11<sup>th</sup> January 2020 were discussed and agreed. Copies of the questionnaire analysis report to be printed and displayed at the event.

## **6.0 Potential Development Sites**

6.1 Richard Smith and Michael Benham attended briefly to present 5 potential development sites. They confirmed that they are happy for the proposals to be presented to residents along with the other proposals.

## **7.0 Evidence Base**

7.1 Topics for evidence base chapters were discussed, and distributed amongst the steering group. Evidence base information to be emailed around.

7.2 GD to compile list of local groups so that we can liaise with the local groups.

**8.0**

**AOB**

8.1

RB expressed interest in producing a regular newsletter for distribution to the residents. RB to look at this once the surveys have been collected.

**9.0**

**Next Meeting**

It was agreed that the next meeting would be Tuesday 28<sup>th</sup> January 2020 at 7.30pm at the Village Hall. DK to book the meeting room.