

East Leake Neighbourhood Project Team
Minutes of Meeting held on Tuesday 2nd April, 7pm Parish Council Offices

Present: Lesley Bancroft, John Dickens, Jenny Kirkwood, Phil Marshall, Cllr Conrad Oatey, Chris Saffell, Cllr Carys Thomas, Cllr John Thurman, Cllr Pete Warren

Apologies: David Berryman, Neil Bettinson, Gary Grayston, Julie Love, Gemma Rhodes, Mark Wall

1. Minutes of the meeting of 5 March
These were accepted as a true record and would be passed to the Parish Council Management Committee before publication on the NP website. **(LB)**
2. Matters arising/actions from the previous meeting, not otherwise on the agenda:
 - a. Newsletter article for Sutton Bonington – action carried forward **(CO)**
 - b. PM reported that the funding application made to the Department of Communities and Local Government had been successful, giving £25,000 for the costs of examination and referendum, and £5000 towards costs to get to that stage. He noted that the funds were not ring-fenced and he would clarify the arrangements after a meeting with the Finance department at RBC. **(PM)**
 - c. LB reported that the application to our County Councillor for a grant of £300 had been successful and would be available to the project to spend in the coming financial year via the Parish Council. **(LB)**
 - d. PM reported further on the S106 money in respect of the most recent housing development down Gotham Road. There were 3 areas of funding that had not yet been claimed by the relevant authorities. This has to be spent by 1 February 2018 otherwise the developers could ask for it back. After some discussion the following actions were agreed:
 - Contact Nicky Tyler at the East Leake Health Centre and Lynn Sharpe of the CCG to ensure that they are aware and ask about plans to spend £141k. **(CO)**
 - Contact the education authority to investigate plans to spend £300k. (Action not assigned at the meeting, but relates to infrastructure section below - **JD**)
 - Refer to the Parish Council Amenities committee the matter of £154k available for improvements to footpaths, cycle-paths and public transport before contacting NCC. **(LB to add to agenda for amenities.)**
 - e. Possible meetings between the group and developers between outline and full planning permission stages had been discussed at the last full council meeting following CO/CT's report of the CABE event in London where it had been noted that most other NP groups are able to engage with developers. It had been agreed that the matter would be referred to the Parish Council Planning Committee to discuss amending the Planning Policy. **(LB/JT to add to agenda for Planning Committee)**
 - f. PM had not yet corrected the links on the [RBC evidence review](#). **(PM)**
 - g. PM had investigated the frameworks for safeguarding affordable housing in part ownership schemes etc, and reported that the most common situation was that if property left the "affordable" sector, then the financial gain had to be put back into further affordable housing schemes. However this need not be in the same location. More restrictive rules could make it difficult for buyers to get mortgages.
 - h. The group reaffirmed that business cards were required. These would have the NP Project Team contact details via the Parish Office on the front, as on the letter head, and be blank on the back for members to write their own details if needed. **(LB)**
 - i. PM reported that the Keyworth DCLG contact had not been up recently. Action c/f. **(PM)**

3. Meeting Reports etc

- a. LB had followed up the approach to West Leake Parish Meeting and Stanford Parish Councils to no effect. She had also emailed Normanton on Soar PC.
- b. The Community Plan Group's drop-in day on 23 March had a relatively disappointing attendance of about 60 people due to extreme weather conditions. Boards summarised the feedback received from the survey and full copies of the report were available. Refreshments were provided, and many local businesses attended or left publicity material. Despite the turnout, high quality feedback had been received from the residents who did attend. [Questionnaire results](#) were made available after the day on the ELCPG website. The feedback boards would be used again at the Annual Parish Meeting to reach a wider audience. The ELCPG would be meeting shortly to start the work of drawing up an action plan.
- c. LB had been in touch with the Stanford Hall developers and explained our interest is greater than just the information in the plans and they are now willing to meet. Several members of the project team were keen to be involved if possible. It was agreed that **LB** would contact them to ask for dates and select the best fit. Items for the meeting were discussed and it was agreed that **CO/CT/LB/JD** would draft the agenda.
- d. Meeting with British Gypsum – KG had been away - action c/f **(LB)**
- e. CO and CT reported on the CABA workshop they had attended with other NP groups in London. CO had also produced a written report which had been circulated to the group. The team agreed to pursue an exchange visit with another similarly sized project. **(CO)**
- f. CO/CT had been interviewed by a CABA researcher for a case study and would have the opportunity to comment on the draft before publication.

4. Draft vision public consultation

- a. Progress report on press release and distribution of leaflets

CT reported that multiple copies of the vision leaflet had been sent to the largest employers in the village with a covering note asking them to distribute them to staff:

- British Gypsum
- Weatherford
- Manor Farm Animal Centre and Day Nursery
- East Leake Academy
- Brookside School
- Lantern Lane School

Smaller employers had been given copies via the Business Forum and JL was believed to be handing them out as she met small business owners.

Leaflets had been left at the following locations, to target people living outside East Leake who use its facilities:

- Health Centre
- Two dentist surgeries
- Two Estate Agents
- Post Office
- Co-operative Supermarket
- Optician
- Physiotherapist
- Vets Surgery
- Four hairdressers
- Leisure Centre
- Newsagents

A press release had been sent to Radio Nottingham, East Midlands Today, Radio Leicester, Central News, East Leake Times, the Village Website, Parish Council Website, Loughborough Echo, Nottingham Evening Post. The Loughborough Echo ran an article about it on 26 March.

The following further actions were agreed:

- Offer leaflets to village café's **(CT)**
- Place copies in library when it reopens **(CT)**
- Other doctor surgery **(CT)**
- Send to 4 statutory consultees **(CT)**
- Send to our MP **(CT)**
- Distribute to church groups in and around East Leake **(CO)**
- Publicise via RBC/NCC Media Centres **(PM)**
- Hand out at the town and parish forum **(PM/JK)**
- Make available at Annual Parish Meeting **(CT/LB)**

b. Replying to responses

LB reported that several responses had been received by email, covering the layout of the village centre, parking, and green issues. Some were responding to both the vision leaflet and the Parish Council newsletter as these had been delivered together. The following actions were agreed for replying to these and any further responses:

- Clerk to acknowledge receipt and indicate that they had been passed to the NP Project Team and or relevant Council committee for consideration.
- Any responses in writing (as opposed to email) to be scanned to facilitate electronic distribution.
- Clerk to forward all to CT to collate for the statement of consultation
- CT for forward to Project Team with the next agenda
- Project Team to agree their response at the next meeting

5. Progress reports from Sub Projects.

- a. Consultation and Communication. See item on draft vision above.
- b. Business/Employment. **JL** was known to be contacting various businesses and employers to ask for their views and needs. Some useful networking had taken place at the drop-in day and the Business Forum of 14 March.
- c. History. **MW** had agreed to take on leadership of this sub-project. Actions to set up meetings with local history society and farmers/landowners were c/f. **(CO/JL)**
- d. Green areas and rural "feel". **CO** had circulated a written report of his meeting with Nottinghamshire Wildlife Trust. **GJ** suggested that valuable information about specific sites could be derived from <http://info.nottinghamcity.gov.uk/insightmapping>. This GIS (Geographic Information System) includes details of Biological sites of importance, SINCS, Ancient woodland etc and could be useful to several of the sub projects. **(CO)**
- e. Village Centre. **LB** reported on current projects in the village centre, including the toilets, cycle path in Meadow Park, and playground refurbishment.

The team discussed how funding was obtained to maintain any public areas in new housing developments, and how the developers contributed to projects like major redevelopment of the playground. **PM** advised that a master list of priorities should be created, submitted to RBC Development Control and also included with the Parish Council response to any planning applications. The RBC [Interim Infrastructure Delivery Plan](#) would be revised in due course and could include any items not already covered. (Action **LB**, but note this relates to the Infrastructure section g below **JD**).

Plans for the village centre, as created by a resident and also by one of the CABE workshops were discussed briefly, and it was agreed that **CO/CT** would brief LB on the outcomes of the workshop, and that this item would be considered in more detail at the next meeting.

- f. Transport. Drafting of policies had not progressed due to holidays. The impact of the tram on viability of the no 1 bus service was discussed. **(CS/PW)**
- g. Infrastructure. JD tabled a document with some initial thoughts produced after study of the RBC [Interim Infrastructure Delivery Plan](#) and consideration of the infrastructure section of another area's NP (Malmsbury).

It was noted in relation to the rebuilding of the Health Centre that space for development in the Village Centre is very restricted. Relocating the Bowls Club might be an option. The possibility of adding the Bull's Head site to the Register of Assets of Community Value was considered, and **JK** would send **CT** details of how this was achieved.

- h. Housing. **CT** had no progress to report.

- 6. Bidding for grant funding (up to £7000) or direct support from Locality etc. It was agreed that **CT** would draft a bid once further details of the [bidding procedure](#) are announced via <http://mycommunityrights.org.uk/> (due 15 April). The focus of the bid would be support in satisfying the legal and technical requirements of the Neighbourhood Plan, i.e. items such as the Sustainability Appraisal.
- 7. Sustainability Appraisal. **PM** had circulated [Guidance from Levett-Therival](#) on this, and advised the project team of the EU Strategic Environment Assessment and UK Sustainability Appraisal processes, which involve assessing the plan against a series of criteria and where there is an impact showing the measures taken in mitigation. If this work is not done, a plan can be subject to legal challenge. The guidance suggests that the work should be done in parallel with the formation of the plan. The following actions were agreed:
 - Closely monitor Keyworth's progress with this aspect of their plan, and follow their lead.
 - Tidy up the evidence review so that it is suitable for inclusion **(PM)**
 - Obtain critical friend to help, if possible via the "direct support" option (see 6 above). **(CT)**

8. Date of Next meeting: **First Tuesday of the month, 7pm at the Parish Office**

CT, 3-Apr-13