

East Leake Neighbourhood Project Team

Minutes of Meeting held on Tuesday 2 Decmber 2014, 7pm Parish Council Offices

Present: Lesley Bancroft, Julie Love, Cllr Conrad Oatey, Cllr Carys Thomas, Chris Saffell, Cllr John Thurman

Apologies or not present: Cllr Andy Brown, Gary Grayston, Clive Keble, Matthew Kemp, Phil Marshall, Cllr Pete Warren

1. Minutes of the previous meeting

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. Consultation and Communication.

- The final version of the consultation summary had been circulated to the project team and Parish Council and would be included in the Statement of Consultation. Smaller amendments made in response to the consultation had been circulated to the Project team on 19 November, and were agreed. (Larger items of work arising from the consultation are considered below.)
- The follow-up newsletter and responses to individual residents would be undertaken in the new year, after work is complete for submission. The leaflet would need to include the likely timing of the referendum.
- Publicity before referendum to get people to vote would be considered in due course.

3. Work needed to produce submission version plan

Item	Importance/urgency	Who
Section 2.1/policy H1 – unresolved comments from RBC (and iplan). Had been discussed at the meeting with RBC on 26 Nov. RBC had offered an amended draft, and this was accepted with the addition of the words “in time”. CT would make the change to include in the version of the NP to be sent for health check.	Critical	CT
2.1.17/policy H1 – Health Centre. CO had met with Dr Shortt and a letter would be sent from the practice to the Project team shortly commenting on capacity of the building. CO would draft a paragraph to add at 2.1.19.	Critical	CO
2.1.23/policy H1 – sewerage. CT had sent a letter to Severn Trent. She would add information received to data to the NP document and the evidence base and continue to work on obtaining information and data.	Critical	CT
2.3/policy H3 – mix of market homes. The draft consultant report had been received, and was in the process of being finalised. CT would circulate to the project team when available. The figures, to be included in the policy, derived from the report and other considerations, , had been discussed with RBC. The project team discussed further and agreed a set of figures to replace those in the draft H3. CT would make the change in the version sent for health check.	Critical	CT
2.4/policy H4 – Work with RBC was continuing to produce a redrafted policy that all are content with. In the meantime it was agreed that CT would leave this section unaltered in the version to be sent for health check.	Critical	CT/PM
T1 and T2 – wording had been added to cover the legal status of new footpaths.		
5.1.1 – Views Analysis – this had been updated		
5.1/E2 – areas of separation - map amended following comments, commitment to review every 4 years added to NP, and maps redrawn on a more detailed base map, however some existing farm building were still not visible. CT to add words to cover this.	Critical	CT
8.1 parking - add document to evidence base and reference in 8.1 – action complete		

<p>Basic Conditions Statement, Strategic Environmental Assessment, Sustainability appraisal, EU obligations – CS co-ordinating finalising this document.</p> <p>Basic conditions had been updated following comments from CK and others and would be sent for the health check.</p> <p>PM now had copies of the responses from the Environment Agency, Natural England and English Heritage would get the ball rolling re SA screening and copy the team into this.</p>	<p>Critical</p>	<p>CS, PM</p>
<p>Statement of consultation – has been updated again for health check and ongoing until submission. Appendix 8 will contain the text of consultation responses from organisations.</p>	<p>Critical</p>	<p>CT</p>

4. Project Timetable

- It was agreed that **CT** would edit documents in light of discussion and send to **CK** the following day to instigate a health check.
- **PM** had not yet had a detailed discussion with RM at RBC about the timing for the rest of the stages. The project team hopes this will result in a referendum in June.
- **PM** to engage an examiner, with the Project Team involved in the shortlisting.
- It was agreed that Parish Council would receive the submission version of the plan for their final comments and sign off at a special meeting on Tuesday 13th Jan. Copies of final documents would need to be in their folders on Thursday 8 Jan. A note would be sent in their next folder to inform them of this timetable. **LB**

5. Borough Council is expected to approve the Core Strategy at a meeting on 22 December; the inspector's report is expected shortly.

6. The application to increase the number of houses on the Woodgate site was discussed, and it was agreed that CO would draft and send a report to comment on the proposed housing mix.

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

CT, 8-Dec-14