

East Leake Neighbourhood Project Team

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

Present: Clive Keble, Matthew Kemp, Phil Marshall, Julie Love, Cllr Conrad Oatey, Chris Saffell, Cllr Carys Thomas, Cllr John Thurman,

Apologies or not present: Lesley Bancroft, Andrew Brown, Gary Grayston, 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. Progress reports from Sub Projects.

a. Consultation and Communication.

- A “pre consultation” version had been sent to RBC, NCC, ELCPG, PAE, and BG to identify any major issues. Responses had been received from RBC, PAE and individual members of ELPG and incorporated into the latest draft, with some items for discussion at item 4 below. No reply had been received from NCC and **CT** would follow up via ABr and NB. HB at BG had indicated that a reply was in progress but no major issues had been identified
- **CT** is assembling the list of consultees for the next phase – **PM** would send updated info, and **CK** would check. It was noted that landowners and developers/builders should be included.
- The draft leaflet/questionnaire for the public consultation was discussed. **CT** would edit as discussed and progress printing. **All** project team members would be asked to help with delivery on 13 and 14 September, along with ELCP members and parish councillors. Quotes for printing were examined and a printer selected, and it was agreed to pay for them to insert the questionnaire sheet if this can be done in time.
- Community organisations, churches and businesses will be consulted using the same leaflet/form. **CT** to draw up a list from organisations contacted for the vision consultation.
- Schools will be offered piles to obtain the view of young people. School governing bodies will be consulted. It would be referred to the Youth Parish Council and uniformed organisations.
- Drop in sessions were agreed as Friday 26 Sept 2pm to 8pm and Saturday 27 Sept 9am to 2pm in the Parish Office. A rota would be drawn up nearer the time. **JT** and **JL** offered to help on the Friday. **CO** and **CS** will be away. **CT** will contact **JdV** re refreshments. Members of the plan group will be available in the Parish Office, along with documentation etc, to answer questions and take comments.
- Project plan/schedule has been updated. It was suggested that longer than 2 weeks would be required to amend the NP after the consultation and that this time could be made up in the later part of the programme, reducing the allowance for examination and undertaking some of the activities in parallel. This part of the timetable needs to be owned by RBC and **PM** would consult with relevant departments, particularly in regard to the feasibility of having the referendum at the same time as the general and local elections on 7 May 2015, which is the preference of the project team. **CK** suggested that **PM** could consult with planning authorities for Anslow, Broughton Astley etc to help draw up their part of the timetable.

3. Work needed to finish the plan

Various amendments were agreed, in light of RBC, PAE and other comments received, and **CT** would edit the document. Otherwise the outstanding actions are listed below. **CK** had met with **CS** and **CT** earlier for a briefing on Basic Conditions etc – the actions agreed are included below.

Item	Importance/urgency	Who
2.1.17 – Health Centre data needed CO – arrange to meet with CCG	Critical Urgent to start Complete the work for the submission, mid Nov	CO
2.1.20 – primary schools evidence – add to the document that this has	Important	CT

been produced and agreed with the education authority	Urgent – update on website by 12 Sept	
2.4 – RBC comments on local housing need – arrange to meet with strategic housing manager, PM to facilitate meeting	Critical Urgent to start Complete the work for the submission, mid Nov	CT/PM
2.6.14 – add in NP precedents against coalescence	Ideally by 12 Sept	CT
B1 – data about takeaways	Ideally by 12 Sept	CT
T1 – RBC comments about list of footpath etc works – ensure that RBC and NCC have the list of priorities that the PC prepared earlier, and arrange to meet with both councils to discuss.	Progress this outside the NP	PW
4.1.1 key needed for this map	Ideally by 12 Sep	CS/CT
5.1.1 – Views Analysis - Fred/Conrad doing further work on photos	Ideally by 12 Sep	CO/FB
5.1.11 – NP precedents – areas of separation	Ideally by 12 Sept	CT
Landowner consultation for those affected by areas of separation and designated local green spaces	Critical this is done towards start of consultation period, say by 19 Sept	CO
Provide CO with list of landowners	As above	JL
Fig 5.3/1 – redo for reduced no of green areas CS	Critical for 12 Sept	CS
Complete the document to justify local green areas include justification of quality of ridge and furrow	Important Urgent to start Ideally have an initial version that can be published by 12 Sept. Complete the work for the submission, mid Nov.	CO
Add references etc from cultural services about playgrounds	Ideally by 12 Sept	CT
6.2 – write new section and policy on allotments	Important for 12 Sept	CT
Obtain info about allotment waiting lists	Important , ideally for 12 Sept	CO
Neighbourhood statistics – report from PAE volunteer – put on website and reference in the NP	Ideally for 12 sept	CT
Pagination and contents list	Ideally for 12 sept	CT
Basic Conditions Statement, Strategic Environmental Assessment, Sustainability appraisal, EU obligations	Critical For submission	CS
Statement of consultation	Critical Updated version by 12 Sept, completed version for submission	CT
Consider a newsletter to residents to report on the results of the consultation		
Health check by PAE before submission		
Take final version to PC for sign off before submission – put in timetable		
Publicity before referendum to get people to vote		

4. PM reported that Rushcliffe Core Strategy continues - currently consulting on modifications. Expecting examiner's report round about Nov.

5. CT reported on latest with grants and direct support. **CT** would contact Dave Chetwyn once the consultation start date of 15 Sept was guaranteed.
6. It was agreed that a separate NP response to the Costock Road development would not be submitted if all the points were covered in the PC response.
7. Radcliffe on Trent are starting their NP and had arranged to meet CT to discuss their grant application and project plan.
8. Date of Next meeting: First Tuesday of the month, 7pm at the Parish Office.

CT, 5-Sep-14