



LOOSE PARISH COUNCIL

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Minutes of the Neighbourhood Plan Steering Group Meeting

Tuesday 28 May 2024 at 2.30pm

Present: Mick Westwood (MJW) Chairman, Rhiannon Cox (RC), Carol Westwood (CW), Mark Woodward (MW).

Janet Burnett (Assistant Clerk) (JB) who took the minutes.

1. Election of Chairman and Vice Chairman

The Working Group **AGREED** that MJW be elected as Chairman and that a Vice-Chairman was not needed.

2. Apologies for absence.

Apologies for absence were received from Cllr Jim Andrew and Peter Gardener.

3. Declarations of Pecuniary Interest.

The Working Group **AGREED** that it was not necessary for Non-Councillor members to complete a DPI.

4. Minutes of the meeting held 16 April 2024 to be approved.

The Working Group **AGREED** the Minutes of the meeting held on 16 April 2024.

5. Terms of reference – confirmation of approval on 13/5/24.

The Terms of Reference for the Working Group were **APPROVED** by Loose Parish Council on 13 May 2024.

6. Neighbourhood Plan Area – Update.

- i. Cllr Brian Clark (BC) had forwarded a NP area map. A query was raised between this map and the map that was agreed at Loose Planning Committee meeting, this is on the agenda for the next LPC meeting.
- ii. JB to ask the Clerk at Boughton Monchelsea if they agree the area forwarded by BC.
- iii. JB to contact Ryan O'Connell at MBC to confirm the area.
- iv. JB to check electoral register to ascertain whether 23 Busbridge Road is in the Loose Parish.

7. Specification for Consultants drawn up by MJW was discussed.

8. Funding Updates.

- i. Loose Parish Council has earmarked reserves of £2379.73.
- ii. Locality funding was discussed and it as agreed that MJW and JB to look at their grant form.

9. Loose Fete.

- i. The Working **AGREED** that they would like a display board in the Parish Council tent for information on the NP.
Action: MJW to provide 2 x A3 sheets with information and map. MJW & MW to man tent.
- ii. Possibility of fete information to go onto the North Loose notice boards was discussed
Action JB to check with office.

10. Comparison of North Loose and Loose Neighbourhood Plans.

Action: JB to supply MW with electronic copies of both documents.

11. Date of next meeting 9/7/24 at 2.30pm.

12. Meeting closed 15.50.

Signed Committee Chairman

Dated: