

**Minutes of the 5th Neighbourhood Plan Steering Group meeting held on
Wednesday 24th January 2018 at 7:00pm in Kelsale Village Hall,
Committee Room**

Present: Cllr Chris Burslem (Chairman)
Cllr Ray Ellis Cllr Claire Buttle
Cllr John Pulham [REDACTED]
Cllr Edwina Galloway [REDACTED]
[REDACTED] [REDACTED]

In attendance: [REDACTED] – Clerk to the Council. There were no members of the public in attendance

1. Chairman's welcome and opening remarks

The Chairman welcomed all whom had attended.

2. Apologies for absence

Apologies were accepted from [REDACTED], Cllr Keith Dickerson, Cllr David Baker and [REDACTED].

3. Declaration of Interests

Cllrs Ellis declared a Pecuniary Interest in SCDC's Consultation regarding the potential sites for development in respect of site 450.

**4. To approve the draft minutes of the Steering Group meeting held on
Wednesday 22nd November 2017**

A copy of the draft minutes had been circulated to all members. These were Proposed for **Approval** by Cllr Pulham, Seconded by Cllr Galloway. **6 in Favour, 3 Abstentions**. The minutes were duly signed by the Chairman as a true record.

**5. Matters arising from the Steering Group meeting held on Wednesday 22nd
November 2017 and to update the Action List**

The Action List was updated accordingly. There were no matters arising.

6. Working Groups – To receive an update

The Chairman stated it would be beneficial if the Working Groups could provide minutes of any meetings held. [REDACTED] gave details regarding the 1st meeting of the Housing & Tourism Working Group. Cllr Ellis put across his views in respect of these minutes. Cllr Galloway provided details regarding the recent Environment Working Group meeting held and stated the Working Group had agreed to take a different approach as they wish for the village to have their say and were now looking to come up with up to 4 questions to put to the public. [REDACTED] advised that [REDACTED] was looking to provide an explanation in respect of Biodiversity.

Cllr Ellis suggested that the NPSG could feed in information from the Parish Plan and then use this document as a framework to kick start the Neighbourhood Plan. There was a brief discussion and it was felt that information within the Parish Plan could be used but not as many questions needed to be asked. Cllr Buttle suggested each Working Group could compile up to 6 questions to go out to the public in order for these to be considered at the March Steering Group meeting.

7. Neighbourhood Plan Facebook Page (Management & Administration)

The Chairman suggested the word Open Group should be removed from the title of this page. [REDACTED] provided clarification and stated the reasons for having the word Open Group within the title. It was agreed this matter would be referred to [REDACTED] for clarification.

8. To agree a date for the Open Public Meeting/Exhibition

It was agreed this meeting/exhibition would be held during the weekend of Saturday 12th/Sunday 13th May 2018.

9. To agree the Neighbourhood Plan Steering Group will produce its own quarterly Newsletter update

The Chairman reported he felt the way to produce information to local residents regarding the Neighbourhood Plan would be via the New Oasis but suggested the Steering Group could compile a quarterly article. The Chairman also stated he would need to be informed of the New Oasis production dates. Cllr Pulham confirmed that he could reserve the centre pages of the New Oasis for this article going forward.

Cllr Buttle gave details regarding a banner which could be purchased in order to advertise the open meeting/exhibition.

10. To approve the dates of the 2018 Steering Group meetings

The Clerk gave details regarding the dates of these meetings. It was agreed once clarification was sought regarding the April meeting date the Clerk would circulate these dates to all members.

11. Next Steps

It was agreed all Working Groups would compile a list of up to 6 possible questions by the March Steering Group meeting. It was also agreed that all groups should look into producing draft questions so these could be considered at the February Steering Group meeting.

12. Any other business

Cllr Ellis suggested the Clerk could possibly consider looking into carrying out some consultancy work for the Neighbourhood Plan Steering Group once her notice period was completed.

13. Public Forum

There were no members of the public present

14. Date of next meeting

The next meeting of the Neighbourhood Plan Steering Group will be held on Wednesday 21st February 2018 at 7:00pm.

There being no further discussion the Chairman formally closed the meeting at 8:30pm

Signed:.....

Dated:.....